

(Authoritative English text of the Government Notification No. EDN-C-F(10)-8/09 dated 05.03.2011 as required under article 348(3) of the Constitution of India)

Government of Himachal Pradesh
Department of Elementary Education

Notification No. EDN-C-F(10)-8/09

Dated Shimla-2 the 5th March, 2011

In exercise of the powers conferred under section 38 of the Right of Children to Free and Compulsory Education Act, 2009, (35 of 2009) the Governor of Himachal Pradesh is pleased to make the following rules to carry out the provisions of the Act *ibid*, namely:-

1. Short title: These rules shall be called the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2011.

PART I - PRELIMINARY

2. Definitions: (1) In these rules, unless the context otherwise requires, -

- (a) “Act” means the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009);
- (b) “Anganwadi” means an Anganwadi Centre established under the Integrated Child Development Scheme of the Ministry of Women and Child Development of the Government of India;
- (c) “Chapter”, “Section” and “Schedule” means respectively Chapter, Section of, and Schedule to, the Act;
- (d) “Child” means any child of the age of 6 to 14 years;
- (e) “Child belonging to disadvantaged group” means the child belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes, who belongs to a family that is below the poverty line or is a disabled child as per the provisions contained in Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;
- (f) “Child belonging to weaker section” means the child belonging to such guardian or parent who belongs to Below Poverty Line family;
- (g) “Form” means a form appended to these rules;
- (h) ‘Neighbourhood’ for the purposes of these rules means a minimum contiguous population of 500 or more in one or more than one village; and Municipal area ;

- (i) “Primary school” means a school imparting education to students for the classes 1 to 5 and also includes its branch;
- (j) “Pupil cumulative record” means record of the progress of the child based on comprehensive and continuous evaluation;
- (k) “School mapping” means planning school location to overcome social barriers and geographical distance;
- (l) The “State Government” means, the Government of Himachal Pradesh;
- (m) the term “SMC” wherever used in these rules shall be construed to mean ‘School Management Committee’;
- (n) Upper primary school, means a school imparting education to the students for the classes 6th to 8th; are

(2) All other words and expressions used herein and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act.

PART II – RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION

3. Special Training for the purposes of first proviso to section 4 (Non-residential / Residential bridge course) : (1) The School Management Committee/ local authority/ teachers, shall identify children requiring special training and organize such training in the following manner, namely:

- (a) it shall be based on specially designed, age appropriate learning material, approved by the academic authority constituted under section 29(1);
- (b) it may be provided in classes held in the premises of the school, or through classes organised in safe residential facilities;
- (c) it may be provided by teachers working in the school, or by teachers specially appointed for the purpose; and
- (d) the duration of training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress of the child, for a maximum period not exceeding two years.

(2) The child shall, upon induction into the age appropriate class, after special training under sub-rule(1), continue to receive special attention by the teacher to enable him/her to successfully integrate with the rest of the children in the class, academically and emotionally.

PART III – DUTIES OF STATE GOVERNMENT AND LOCAL AUTHORITY

4. Areas or limits of Neighbourhood Schools : (1) Neighbourhood school means and include-

- (i) a primary school which is located within a walking distance of 1.5 kms (one and half a kilometres) of a neighbourhood and has a minimum of 25 children in the age group of 6 to 11 years available and willing for enrolment in that school ; and
- (ii) an upper-primary school which is located within a walking distance of 3kms(three kilometres) from a neighbourhood and which has not less than 25 children in class 5th of the feeding primary schools, taken together, available and willing for enrolment in that school.

(2) In areas with difficult terrain, having risk of landslides, floods, lack of roads and in general, danger for young children in the approach from their homes to the school, the State Government or local authority may locate the school in the manner so as to avoid such dangers, by reducing the limits specified under sub-rule (1).

(3) For children from small villages, as identified by the State Government or local authority, where no school exists within the area or limits of neighbourhood specified under sub-rule (1), the State Government or local authority may consider making provision of free bus passes or payment of distance allowance at such rates as it may fix from time to time.

(4) In areas with dispersed population, the State Government, instead of opening a School, may establish a hostel in some suitable school where, students of such areas may be admitted.

(5) In areas with high population density, the State Government or local authority may consider establishment of more than one neighbourhood school, having regard to the number of children in the age group of 6-14 years in such areas.

(6) In respect of children with disabilities which prevent them from accessing the school, the State Government or local authority shall endeavour to make arrangements to provide them the distance or transportation allowance at such rates as may be fixed by the State Government from time to time, for enabling them to attend the school and complete elementary education.

(7) The State Government or local authority shall ensure that access of children to the school is not hindered on account of social and cultural factors.

(8) The State Government may from time to time rationalize the existing primary and upper primary schools and may take appropriate decisions including those relating to their merger or closure as may emerge from the rationalization exercise.

PART IV RESPONSIBILITIES OF SCHOOLS AND TEACHERS

5. Responsibility of the State Government and local authority: (1) A child attending a school of the State Government or the local authority referred to in sub-clause (i) of clause (n) of section 2, a child attending a school in sub clause (ii) of clause (n) of section 2 in accordance with clause (b) of sub-section (1) of section 12, and a child attending a school referred to in sub-clauses (iii) and (iv) of clause (n) of section 2 in accordance with clause (c) of sub-section(1) of section 12, shall be entitled to free education as provided for in sub-section (2) of section 3 :

Provided that free textbooks, writing material and uniforms shall be provided to such students, as may be decided by the State Government from time to time:

Provided further that, a child with disability shall also be entitled for free special training and support material.

- (2) The State Government or the local authority shall ensure that no child is subjected to abuse on account of caste, class, religion or gender in the school.
- (3) For the purposes of clause (c) of section 8 and clause (c) of section 9, the State Government and the local authority shall ensure that a child belonging to disadvantaged group is not segregated or discriminated against in the classroom , during mid day meals, in the play grounds or in the use of common drinking water and toilet facilities.

6 The extended period of admission under section 15- (1) A child can be admitted to a class within a maximum period of ninety days from the date of commencement of academic session. This period can be further extended by the State Government.

(2) The child admitted under sub-rule (1) shall be imparted training so as to bridge the learning gap due to late admission as specified in rule 3.

7. Maintenance of records of children by local authority for the purposes of clause (d) of section 9: (1) The local authority of the areas in which each school is situated or such other agency as may be specified by the State Government for this purpose, shall maintain a record of all children, in its jurisdiction, through a household survey, from their birth till they attain the age of 14 years in the Village Education Register. The register shall be maintained in the form prescribed by the Director of Education, Himachal Pradesh

(2) The record, referred to in sub-rule (1), shall be updated each year.

(3) The record, referred to in sub-rule (1), shall be maintained transparently, in the public domain, and used for the purposes of clause (e) of section 9.

(4)The record, referred to in sub-rule (1) shall, in respect of every child, include,-

- (a) name, sex, date of birth, place of birth;
 - (b) parents' / guardians' names, address, occupation;
 - (c) pre-primary school/ Anganwadi centre that the child attended upto six years of age.;
 - (d) elementary school where the child is admitted;
 - (e) present address of the child;
 - (g) whether the child belongs to the weaker/ disadvantaged section within the meaning of clauses (d) and (e) of section 2; and
 - (i) details of children requiring special facilities or residential facilities on account of their migration/ disability.
- (5) The School Management Committee shall ensure that the names of all children enrolled in the schools under its jurisdiction are publicly displayed in each school and the list is regularly sent to the local authority.

PART V – RESPONSIBILITIES OF SCHOOLS AND TEACHERS

8. Documents as age proof for the purpose of section 14: Wherever a birth certificate under the Registration of Births, Deaths and Marriages Act, 2006 is not available, any one of the following documents shall be deemed to be proof of age of the child for the purposes of admission in schools :-

- (a) Hospital or Auxiliary Nurse and Midwife (ANM) register record;
- (b) *Anganwadi* or nursery record which the child has attended ; and
- (c) In the absence of clause (a) and (b) above, declaration of age of the child by the parent or guardian.

9. Recognition of schools for the purposes of section 18-(1) Every Primary school, other than a school established, owned or controlled by the State Government or local authority, established before the commencement of the Act or intended to be established, shall make a self declaration/ file an application for recognition in FORM-I within a period of three months from the date of notification of these rules or as and when the school is intended to be established, to the concerned Block Elementary Education Officer, and

(2) Every Upper-Primary school and every school having classes 1st to 8th, other than a school established, owned or controlled by the State Government or local authority, established before the commencement of this Act or intended to be established, shall make a self declaration/ file an application for recognition in FORM-I within a period of three months from the date of notification of these rules or as and when the school is intended to be established to the Deputy Director Elementary Education regarding its compliance or otherwise with the norms and standards specified in the Schedule appended to the Act, and the following conditions, namely:-

(a) the school shall conform to the values enshrined in the Constitution;

(b) the school buildings or other structures or the grounds shall not be used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever;

(c) that the school is open to inspection by any officer authorized by the State Government/ local authority; and

(d) the school shall furnish such reports and information as may be required by the Director of Education or Deputy Director of Elementary Education or Block Elementary Education Officer, from time to time and comply with such instructions of the State Government or local authority as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.

(3) Every self declaration received in FORM I shall be placed by the Block Elementary Education Officer or Deputy Director of Elementary Education, as the case may be in public domain within fifteen days of its receipt.

(4) The Block Elementary Education Officer or the Deputy Director Elementary Education, *as the case may be* shall conduct or get conducted the inspection of schools which claim to fulfil the norms and standards specified in the Schedule and the conditions mentioned in sub-rule (2) within three months of the receipt of the self declaration in FORM-I.

(5) After the inspection referred to in sub-rule (3) of this rule is carried out, the inspection report shall be placed by the Block Elementary Education Officer or Deputy Director Elementary Education, *as the case may be* in public domain and schools found to be conforming to the norms, standards specified in the Schedule and the conditions specified in sub-rule(2) shall be granted recognition by the Block Education Officer or Deputy Director Elementary Education, as the case may *be* in FORM-II within a period of 15 days from the date of inspection.

(6) Schools which were established prior to the enforcement of the Act and which do not conform to the norms, standards and conditions mentioned in sub- rule (2) shall be listed by the

concerned Block Elementary Education Officer, in case the school is a primary school or the Deputy Director Elementary education, in the case of upper-primary school or a school having *classes 1st to 8th*, through a public order to this effect. Such schools may request the Block Elementary Education Officer or Deputy Director Elementary education, as the case may be, for an on-site inspection for grant of recognition, any time before 31st march 2013.

(7) Schools which were established prior to the enforcement of the Act and do not conform to the norms, standards and conditions mentioned in sub- rule (2) after three years from the commencement of the Act, shall cease to function.

(8) Every school, other than a school established, owned or controlled or intended to be established, by the State Government or local authority established after the commencement of the Act shall conform to the norms and standards and conditions mentioned in sub-rule (1) in order to qualify for recognition.

(9) Every self declaration cum application for recognition shall be accompanied by such recognition and inspection fee as may be notified by the State Government from time to time.

10. Withdrawal of recognition to schools for the purposes of section 18(3)- (1) Where the Block Elementary Education Officer in case of a primary school and the *Deputy Director Elementary education*, in case of an upper-primary school or a school having classes 1st to 8th, on his own motion, or on any representation received from any person, has reason to believe, to be recorded in writing, that a school recognized under rule 9, has violated one or more of the conditions for grant of recognition or has failed to fulfil the norms and standards specified in the Schedule, she/ he shall act in the following manner:-

(a) issue a notice to the school specifying the violations of the condition of grant of recognition and seek its explanation within one month; and

(b) in case the explanation is not found to be satisfactory or no explanation is received within the stipulated time period, the Block Elementary Education Officer or the Deputy Director Elementary Education, as the case may be, may cause an inspection of the school, to be conducted by a Committee, which shall make due inquiry and submit its report, along with its recommendations for continuation of recognition or its withdrawal, to the Block Elementary Education officer or *Deputy Director Elementary education*.

(c) The Block Elementary Education Officer in case of primary schools and the Deputy Director Elementary education in case of upper-primary schools or a school having classes 1st to 8th shall consider the report of the Committee under sub-rule(1) and may pass an order for withdrawal of recognition or continuation of the same as is deemed appropriate on the basis of a speaking order:

Provided that, no order for the withdrawal of recognition shall be passed by the said officer without giving the school an opportunity of being heard:

Provided further that, no such order shall be passed by the aforesaid officers without the prior approval of the Director of Elementary Education, Himachal Pradesh.

(2) The order for withdrawal of recognition shall be operative from the immediately succeeding academic year and shall specify the neighbourhood schools to which the children of that school shall be admitted.

PART VI - SCHOOL MANAGEMENT COMMITTEE

11. Composition and functions of the School Management Committee for the purposes of section 21- Composition and functions of the School Management Committee, in the State of Himachal Pradesh shall be the same as notified by the State Government through the Government Notification No. EDN-C-F (10)-7/2010, dated 6th March 2010 and as amended subsequently from time to time.

12. Preparation of School Development Plan for the purpose of section 22- (1) The School Management Committee shall prepare a School Development Plan at least three months before the end of the financial year in which it is first constituted under the Act.

(2) The School Development Plan shall be a three year plan comprising three annual sub-plans. .

(3) The School Development Plan, shall contain the following details, namely: –

(a) estimates of class-wise enrolment for each year;

(b) physical requirement of additional infrastructure and equipments over the three year period, calculated, with reference to the norms and standards specified in the Schedule; and

(c) additional financial requirement over the three year period, year-wise, in respect of (a) and (b) above, including additional requirement for providing special training facility specified in section 4.

(4) The School Development Plan shall be signed by the Chairperson/Vice-Chairperson and convener of the School Management Committee and submitted to the local authority and to the

Deputy Director Elementary Education before the end of the financial year in which it is to be prepared.

PART VII – TEACHERS

13. Minimum Qualification for the purposes of section 23 (1)- The minimum qualifications laid down by the academic authority referred to in sub-section (1) of Section-23 shall be applicable for every school referred to in clause (n) of section 2.

14. Acquiring minimum qualifications under proviso to section 23(2):-(1) The State Government shall provide adequate teacher education facilities to ensure that all teachers in schools referred to in Sub-clause (i) of clause (n) of section 2, who do not possess the minimum qualifications laid down under section 23, at the time of commencement of the Act, to acquire such minimum qualifications within a period of five years from the commencement of the Act.

(2) For a teacher, of any school referred to in sub-clauses (ii) and (iv) of clause (n) of section 2, who does not possess the minimum qualifications laid down under section 23 at the time of commencement of the Act, the management of such school shall enable such teacher to acquire such minimum qualifications within a period of five years from the commencement of the Act.

15. Salary and allowances and conditions of service of teachers for the purpose of section 23(3)-The salary and allowances payable to and the terms and conditions of service of teachers of schools specified in sub-clause (i) of clause (n) of section 2, shall be as may be specified by the State Government from time to time through its various Recruitment & Promotion Rules of the respective posts and other orders/ instructions issued by the State Government.

Provided that the State Government may through a scheme notified by it, allow the School Management Committee to engage teachers on part-time or temporary basis and pay them at such rates as are specified in the instructions issued by the State Government.

16. Duties to be performed by teachers for the purpose of clause (f) to section 24(1)- (1) In performance of the functions specified in sub-section (1) of section 24 and in order to fulfil the requirements of clause (h) of sub-section (2) of section 29, the teacher shall maintain a file containing the cumulative pupil progress record for every child, *in the* Form specified by the State Government, which shall form the basis for the awarding the completion certificate specified in sub-section (2) of section 30.

(2) In addition to the functions specified in clauses (a) to (e) of sub-section (1) of section 24, a teacher shall perform the duties assigned to him or her by the State Government or the Director of Education, Himachal Pradesh including the duties related to teacher training/curriculum development and the duties specified in the Schedule.

17. Manner of redressal of grievances of teachers- The redressal of grievances of teachers shall be dealt with in accordance with the rules made applicable to the them by the State Government.

PART VIII – CURRICULUM AND COMPLETION OF ELEMENTARY EDUCATION

18. Academic Authority for the purposes of section 29-(1) Within six months from the date of publication of the notification of these rules, the State Government shall notify/ constitute such academic authority by notification as deemed appropriate, as the academic authority for the purposes of section 29. Separate academic authorities may also be constituted for this purpose.

(2) While laying down the curriculum and evaluation procedure, the academic authority notified under sub-rule (1) shall, keeping in view the duties expected from teachers under section 29, shall-

(a) formulate the relevant and age appropriate syllabus and text books and other learning material;

(b) develop and implement the in-service teacher training design; and

(c) prepare guidelines for putting into practice continuous and comprehensive evaluation

(3) The academic authority referred to in sub-rule (1) shall design and implement a process of holistic school quality assessment on a regular basis.

19. Award of certificate for the purposes of section 30- (1) The Certificate of completion of elementary education shall be issued at the school level within one month of the completion of elementary education in the Form specified by the Director Elementary Education, Himachal Pradesh.

(2) The certificate referred to in sub-rule (1) shall contain the Cumulative Pupil Progress Record of the child.

PART IX– PROTECTION OF RIGHT OF CHILDREN

20. Performance of functions for the purposes of section 31(3) -(1)The State Government shall constitute an authority known as the Right to Education Protection Authority for the purposes of performing the functions specified in sub-section (1) of section 31, within six months of the commencement of these rules.

(2)The constitution, procedure and extent of powers of the authority constituted under sub-rule(1) shall be specified be by the State Government through a notification in the Official Gazette.

21. Manner of filing complaints before the Right to Education Protection Authority- The manner of filing complaints before the Right to Education Protection Authority shall be such as may be specified by the State Government.

Part X- State Advisory Council

22. Constitution and Functions of the State Advisory Council for the purpose of section 34-

(1) The State Advisory Council to be constituted under section 34 shall consist of a Chairperson and fourteen members..

(2) The Minister- in-charge of the Department of School Education in the State Government shall be the ex-officio Chairperson of the State Advisory Council.

(3) Members of the Council, shall be appointed by the State Government from amongst the persons having knowledge and practical experience in the field of elementary education and child development, taking into consideration following criteria:-

(a) at least four members shall be from amongst persons belonging to Schedule Castes, Schedule Tribes and Minorities;

(b) at least one member shall be from amongst persons having specialized knowledge and practical experience of education of children with special needs;

(c) one member shall be from amongst persons having specialised knowledge in the field of pre-primary education;

(d) at least two members shall be from amongst persons having specialized knowledge and practical experience in the field of teacher education; and

(e) fifty percent of such members shall be women.

(4) The Department of Elementary Education shall provide need based logistic support for meetings of the Council and its other functions.

(5) The procedure for transaction of Business of the Council shall be as under.-

(i) The Council shall meet at such times and place as the Chairperson thinks fit. It shall be compulsory to hold at least four meetings in a year.

(ii) The meeting of the Council shall be presided over by the Chairperson. If for any reason the Chairperson is unable to attend the meeting of the Council, he may nominate a member of the Council to preside over such meeting. Quorum for the meeting shall be 50% of the total members.

(6) The terms and conditions for appointment of Members of the Council shall be as under:-

(a) Every member shall hold office for a term of two years from the date on which she/ he assumes office or till the Council is reconstituted by the State Government, whichever is earlier.

(b) Members of the Council shall be entitled to travelling and daily allowances for official tours and journeys as admissible to the Grade-I officers of the State Government.

(7)The State Advisory Council shall function in an advisory capacity.

(8)The State Advisory Council shall perform the following functions, namely:

(a) Review –

(i) compliance with teacher qualifications and trainings ; and

(ii) implementation of section 29

(b) commission studies and research for the effective implementation of the Act;

(c) act as an interface between the public and the media and the State Government in creating awareness, mobilization, and a positive environment for the implementation of the Act.

(3)The State Advisory Council shall prepare reports relating to the reviews, studies and research undertaken by it and furnish the same to the State or Central Government as per requirement.

FORM I

**SELF DECLARATION CUM APPLICATION
FOR GRANT OF RECOGNITION OF SCHOOL
(See rule -9)**

To

The Deputy Director (Elementary Education)/ Block Elementary Education Officer

(Name of District and State)

Sir/madam,

I am submitting self declaration/ application regarding compliance with the norms and standards specified in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and the rules for the grant of recognition to (Name of the school)

With effect from the commencement of the school year 20.....

Yours faithfully,

Enclosure :

Place /Date :

Chairman of Managing
Committee/Manager

A. School Details	
1.	Name of School
2.	Academic Session
3.	District
4.	Postal Address
5.	Village/City
6.	Tehsil
7.	Pin Code:
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Nearest Police Station

B. General Information	
1.	Year of Establishment/ or to be established
2.	Date of First Opening of School
3.	Name of Trust/Society/Managing Committee
4.	Whether Trust/Society/Managing Committee/ is registered
5.	Period upto which Registration of Trust/Society/Managing Committee is valid
6.	Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee supported by the list of members with their address on an affidavit in copy

7.	Name and official address of the Manager/President/Chairman of the School		
	Name		
	Designation		
	Address		
	Phone		(O)
			(R)
8.	Total Income & Expenditure during last 3 years surplus/deficit		
	Year	Income	Expenditure
			Surplus/deficit

C. Nature and area of School	
1.	Medium of Instruction
2.	Type of School (Specify entry & exit classes)
3.	If aided, the name of agency and percentage of aid
4.	If School Recognized/affiliated earlier
5.	If so, by which authority <ul style="list-style-type: none"> • Recognition number
6.	Does the school has its own building or is it running in a rented building.
7.	Whether the school buildings or other structures or the grounds are used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever?
8.	Total area of the school

9.	Built in area of the school
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D. Enrolment Status			
	Class	No. of Section	No. of Students
1.	Pre-primary		
2.	I – V		
3.	VI – VIII		

E. Infrastructure Details & Sanitary Conditions

	Room	1. Class room 2. Office room-cum-Store Room-cum-Headmaster room 3. Kitchen-cum-store	
	Numbers		
	Average Size		

F. Other Facilities

Whether all facilities have barrier free access	Teaching Learning Materials (attach list)	Sports & Play equipments (attach list)	Facility books in library • Books (No. of Books) • Periodical / Newspapers	Type and number of drinking water facility	Sanitary Conditions • Type of W.C. & Urinals • Number of Urinals/Lavatories separately for Boys • Number of Urinals/Lavatories separately for girls
(1)	(2)	(3)	(4)	(5)	(6)

G. PartG. Particulars of Teaching Staff

1. Teaching in Primary/Upper Primary exclusively (details of each teacher separately)

Teacher Name	Father	Date of birth	Academic Qualification	Professional qualification	Teaching Experience	Class assigned	Date of apptt.	Trained or untrained

	Spouse Name			on				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

2. Teaching in Both Elementary and Secondary (details of each teacher separately)

Teacher Name	Father/Spouse Name	Date of Birth	Academic qualification	Professional qualification	Teaching experience	Class assigned	Date of apptt.	Trained or un-trained
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

3. Headmaster

Teacher Name	Father/Spouse Name	Date of Birth	Academic qualification	Professional qualification	Teaching experience	Class assigned	Date of apptt.	Trained or un-trained
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

H Curriculum and Syllabus

Details of curriculum & syllabus followed in each class (up to VIII)	System of Pupil Assessment	Whether pupils of the school are required to take any Board exam upto class VIII ?
(1)	(2)	(3)

I. Certified that the school has also submitted information in this data capture format of District Information System of Education with this application;

J. Certified that the school is open to inspection by any officer authorized by the appropriate authority;

K. Certified that the school undertakes to furnish such reports and information as may be required by the Deputy Director Education or Block Elementary Education Officer from time to time and complies with such instructions of the appropriate authority or the Deputy director Education Officer as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school;

L. Certified that records of the school pertinent to the implementation of this Act shall be .open to inspection. by any officer authorized by the Deputy Director Education or Block Elementary Education Officer or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the Central and / or State Government/ Local Body or the Administration to discharge its or his obligations to Parliament / Legislative Assembly of the state/Panchayat/Municipal Corporation, as the case may be.

Sd./-

Chairman/Manager,
Managing Committee
.....School

Place Date
Gram : **Phone:**
E-Mail: **Fax:**

Form II

(See sub-rule (5) of rule 9)

OFFICE OF Deputy Director Education (Elementary)/

OFFICE of the Block Elementary Education Officer

(Name of District / State)

No. Dated:

The Manager,

-----School.

Sub: Recognition Certificate for the School under sub-rule (5) of rule 9 of Right of Children to Free and Compulsory Education Rules, 2011 for the purpose of sub-section-(2) of Section 18 of Right of Children to Free and Compulsory Education Act, 2009.

Dear Sir/Madam,

With reference to your application dated _____ and subsequent correspondence with the school. I convey the grant for provisional recognition to the _____ (name of the school with address) for Class ____ to Class ____ for a period of three years w.e.f. ____ to ____.

The above sanction is subject to fulfilment of following conditions:-

1. The grant for recognition is not extendable and does not in any way imply any obligation to recognize or affiliate the school beyond Class VIII.
2. The School shall abide by the provisions of Right of Children to Free and Compulsory Education Act, 2009 (Annexure I) and the Right of Children to Free and Compulsory Education Rules, 2011 (Annexure II).
3. The Society/School shall not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
4. The School shall not deny admission to any child ,
 - (i) for lack of age proof;
 - (ii) if such admission is sought subsequent to the extended period of ninety days for admission; and
 - (iii) on the ground of religion, caste or race, place of birth or any of them.
5. The School shall ensure that , -

- (i) no child admitted shall be held back in any class or expelled from school till the completion of elementary education in that school;
- (ii) no child shall be subjected to physical punishment or mental harassment;
- (iii) no child is required to pass any Board examination till the completion of elementary education;
- (iv) every child completing elementary education is awarded a certificate as laid down under rule 19 of the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2011,
- (v) students with disabilities/special needs are given admission as per provisions of the Act,
- (vi) the teachers are recruited with minimum qualifications as laid down under section 23(1) of the Act. The current teachers who, at the commencement of this Act did not possess minimum qualifications shall acquire such minimum qualifications by March, 2015;
- (vii) the teacher performs his/her duties specified under section 24(1) of the Act; and
- (viii) the teachers shall not engage himself or herself for private teaching activities.

6. The School shall follow the syllabus on the basis of curriculum laid down by academic authority under sub-section(1) of section29..

7. The School shall enrol students proportionate to the facilities available in the school specified n the section 19 of the Act.

8. The School shall maintain the standards and norms as specified in section 19 of the Act. The facilities reported at the time of last inspection are as given under:-

Area of school campus

Total built up area

Area of play ground

No. of class rooms

Room for Headmaster/Office/Store

Separate toilet for boys and girls

Drinking Water Facility

Kitchen for cooking Mid Day Meal

Barrier free Access

Availability of Teaching Learning Material/Play Sports Equipments/Library

9. No unrecognized classes shall run within the premises of the school or outside in the name of school.
10. The school buildings or other structures or the grounds shall not be used during the day or night for commercial or residential purposes, except for the purpose of residence of any employee of the school or for political or non-educational activity of any kind whatsoever.
11. The School shall be run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust constituted under any law for the time being in force.
12. The School shall not be run for profit to any individual, group or association of individuals or any other persons.
13. The accounts of the school shall be audited and certified by a Chartered Accountant and proper accounts statements shall be prepared as per rules. A copy each of the Statements of Accounts shall be sent to the Deputy Director/Block Elementary Education Officer every year.
14. The recognition Code Number allotted to your school is ----- . This may please be noted and quoted for any correspondence with this office.
15. The school shall furnish such reports and information as may be required by the Director of Education/Deputy Director/ Block Elementary Education Officer from time to time and comply with such instructions of the State Government/ local authority as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the school.
16. Renewal of Registration of Society if any, be ensured.
17. The State Government may specify additional conditions from time to time, for compliance.

Yours faithfully,

Deputy Director Education (Elementary)/

Block Elementary education Officer

District/ Block

By Order

Principal Secretary (Education) to the

Government of Himachal Pradesh.