

FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION

(In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPDR and the National Building Code)


## PART-A

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

## GENERAL INFORMATION

1	Affiliation Number allotted by CBSE to the school:	930318
2	Name of the School as per affiliation letter of CBSE: *	SACRED HEART PUBLIC SCHOOL
3	Address of the School:	SH MOUNT P.O KOTTAYAM 686006
4	Standard/level/class up to which the school is running:	FROM KG TO 10 CLASS <del>XII</del>
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES/NO YES
6	U-DISE code allotted to the school:	32100700413
7	Name and address of the Trust/Society/ Company (under section-8) running the School as on date	SACRED HEART PUBLIC SCHOOL
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO YES
9	Purpose of present application:	EXTENSION OF AFFILIATION Upgradation
10	Location of school	<ul style="list-style-type: none"> <li>• In the municipal limits of metropolitan city</li> <li>• In the municipal limits of city having population more than 15 Lakhs</li> <li>• In the hill areas (as per planning commission norms)</li> <li>• In the municipal limits of capital city of a state</li> <li>• In the municipal limits of class-x cities</li> <li>• On an island</li> <li>• In the municipal limits of a hill station</li> <li>• In the municipal limits of city having</li> </ul>

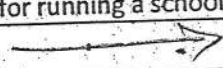
IN THE MUNICIPAL LIMITS OF CITY HAVING POPULATION LESS THAN 15 LAKHS


  
(Signature of Principal)

Principal  
Sacred Heart Public School  
S. H. Mount P. O. Kottayam-6  
Affiliated To CBSE - Delhi  
Reg. No. 930318

(Signature of D.E.O.)

APPENDIX-III


		population less than 15 Lakhs • Outside the municipal limits of any town/city.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	YES
11	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	1537/IN3/2000/GEDN 09-02-2000
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	YES/NO Affiliated upto Class XII with Board of Intermediate & Secondary Education, New Delhi. the school is affiliated for Class-X or XII)
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES
14	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES/NO YES
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	20841.81046 Sq. mtrs.
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale Deed/Lease Deed/Allotment etc.
17	Name of the Owner/Lessee of the land in respect of point-16 above:	FR. KURIAN THATTARAKUNNEL
18	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	04-08-1998 TO 03-08-2033 (35 yrs)
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	YES/NO If yes the details
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>		
20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES/NO YES
20(a)	If yes the date of last inspection: 	←
21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES/NO YES
21(a)	If yes the date of last inspection:	25-06-2025
22	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES/NO YES

  
 (Signature of Principal)  
**Principal**  
 Sacred Heart Public School  
 S. H. Mount P. O. Kottayam-6  
 Affiliated To CBSE - Delhi  
 Reg. No. 930318

(Signature of D.E.O.)

22(a)	If yes the date of last inspection:	29-07-2025
<b>INFORMATION REGARDING THE STAFF</b>		
23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
25	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES/NO YES
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES/NO YES
Signature with Stamp <b>Sacred Heart Public School</b> (for School Manager) S. H. Mount (P.O.) Kottayam - 686 006 (This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates of the school)		Signature <b>Principal</b> <b>Sacred Heart Public School</b> S. H. Mount P. O., Kottayam Affiliated to CBSE - Delhi Reg. No. 930318
File No..... Date of Issuance.....		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.	
2	Is the school recommended for extension/upgradation of affiliation?	YES/NO extension/upgradation
Signature (Name and Stamp of Issuing DEO) DISTRICT EDUCATION OFFICER/NAME OF DISTRICT		

  
**Manager**  
**Sacred Heart Public School**  
 S. H. Mount (P.O.)  
 Kottayam.- 686 006

  
**P. BINDU**  
**Principal**  
**Sacred Heart Public School**  
 S H-Mount P.O., Kottayam  
 Kerala, India-686.006  
 School Code - 75293  
 shps1996@yahoo.co.in

(Signature of Principal)

(Signature of D.E.O.)