

**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 NCPCR 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:	1630652 (Annexure 01 Copy attached)
2.	Name of the School as per affiliation letter of CBSE:	HVM Convent School
3.	Address of the school:	Karamsar Colony, Near New Subhash Nagar, Basti Jodhewal, Ludhiana
4.	Standard/level/class upto which the school is running:	Class XII
5.	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	Yes (Annexure 02 Copy of Affiliation attached)
6.	U-DISE code allotted to the school:	03090616209 (Annexure 03 Copy attached)
7.	Name and address of the Society running the School as on date	Harsh Educational Society New Subhash Nagar Main Road, Ludhiana 01/04/2010
8.	Is the Society duly registered with the competent registering authority and the registration is valid as on date?	Yes Registered under the Societies Registration Act (XXI of 1860) valid for life time (Annexure 04 Copy Society attached)
9.	Purpose of present application	Extension
10.	Location of School	In the municipal limits of city having population more than 15 Lakhs
11.	Has the school obtained Recognition Certificate from the State Government from class 1 to 8 th ?	Yes
12.	Number of Recognition Certificate from class 1 to 8 th and date of issue	M-3-91 (Annexure 05 Copy attached)
13.	Is the school affiliated to any other board besides CBSE for class X or XII examination?	No

INFORMATION REGARDING LAND DETAILS AND OWNERSHIP

14.	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	Yes
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Sunita Kumari

**Principal,
HVM CONVENT SR. SEC. SCHOOL,
Affiliated to C.B.S.E. N. Delhi,
(Signature of Principal)
Code No. 1630652**

(Signature of D.E.O)

District Education Officer (a)
Ludhiana

APPENDIX - III

15.	Are both the School and the Play Ground situated in a single compound bounded by as single continuous Boundary Wall on all sides?	Yes
16.	Total area (in square meters) in respect of 14 and 15 above on which the school is situated:	8739.7 Sq.mts. (Annexure 06)
17.	The land is in the possession of the school/Trust/Society/Company legally by way of:	Sale deed
18.	Name of the Owner/Lessee of the Land in respect of point 16 above:	Harsh Educational Society
19.	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:	N.A.
20.	Is any public road, canal or through-fare, HT line etc. passing through the land in respect of point-15 above?	No

INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS

21.	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	Yes
21.(a)	If yes the date of last inspection:	<i>July 08, 2024</i> (Annexure 07 Copy of Building Safety Certificate attached)
22.	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for the school from the point of view of fire safety?	Yes
22.(a)	If yes the date of last inspection:	September 16, 2024 (Annexure 08 Copy of Fire Safety Certificate attached)
23.	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
23.(a)	If yes the date of last inspection:	September 17, 2024 (Annexure 09 Copy of Health & Sanitation Certificate attached)

INFORMATION REGARDING THE STAFF

24.	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes
25.	Is the school paying salary to the teachers and others employees as per the norms of the appropriate Government?	Yes

Sumita Kumari

Principal,

HVM CONVENT SR SEC. SCHOOL,

Affiliated to C.B.S.E. N. Delhi,
(Signature of Principal)
Code No. 163

[Signature]
Block Education Officer (S)
Ludhiana

(Signature of D.E.O)

APPENDIX - III

26.	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 (Annexure 10 Copy of Certificate issued by Bank attached)
27.	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	Yes (Annexure 11 Copy of EPF challan attached)
	Signature with Stamp (of School President)	<i>Sumit Kumar</i> Principal, HVM CONVENT SR. SEC. SCHOOL, Affiliated to C.B.S.E. N. Delhi, (Code No. 1630652)

PART - B

(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificate in original and visiting the school)

File No. 2025/689346 Date of Issuance 19/8/2025

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 of affiliation?	<i>Yes</i>
	Signature (Name and Stamp of Issuing DEO) District Education Officer/Name of District	
	Counter Signature (Name, Designation and Stamp) District Collector/ Deputy Commissioner (or his authorized representative*) Name of District (*Not Below the rank of a Group-A Gazetted Officer)	

Sumit Kumar
Principal,
HVM CONVENT SR. SEC. SCHOOL,
Affiliated to C.B.S.E. N. Delhi,
(Signature of Principal)
Code No. 1630652

[Signature]
(Signature of D.E.O.)