

## Appendix III

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION 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**

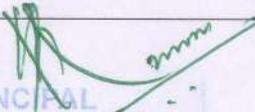
(This part is to be filled-up by the school and to be produced before the District Educational Officer along with all supporting documents and certificates in original)

**GENERAL INFORMATION**

01	Affiliation No. allotted by CBSE to the School	930041
02	Name of the School as per Affiliation letter of CBSE	SEVA SADAN CENTRAL SCHOOL
03	Address of the School	GANDHI SEVA SADAN Post, Perur, Palakkad, Kerala-679302
04	Standard/level/class upto which the school is running	XIIth (+2) level
05	Is the name and address of school in CBSE Affiliation letter and State NOC/Recognition/U-DISE are exactly the same	Yes
06	U-DISE code allotted to the School	32060800318
07	Name and address of the Trust/Society/Company (under section - 8) running the school as on date	SEVA SADAN
08	Is the Trust/Society/Company duly registered with the competent registering authority and the registration is valid as on date	YES. (Registered under Societies Registration Act XXI of 1860: vide Registration No. 57/1983 dated 29.04.1983 by the District Registrar Palakkad. Permanent Registration
09	Purpose of present application	For Extension of the existing affiliation from 1st April 2020 onwards.
10	Location of School	About 100 mtrs from Pathiripala Town (Sadanam Kumaran Road) on the Palakkad Ottapalam State High way.
11	Has the school obtained recognition certificate from the State Government from class 1-8	YES
12	Number of Recognition certificate from class 1-8 <sup>th</sup> and date of issue	Director of General Education Thiruvananthapuram letter No.NS(2)/50267/2018/DGE dated 06.11.2019

**INFORMATION REGARDING LAND DETAILS AND OWNERSHIP**

13	Is the school situated in a single contiguous plot of land bounded on all sides by a pakka boundary wall	YES
14	Are both the school and the playground situated in a single compound bounded by a single continuous boundary wall on all sides	YES

  
**PRINCIPAL**  
 Seva Sadan Central School  
 Gandhi Seva Sadan P.O.  
 Pathiripala, Palakkad.

For SEVA SADAN CENTRAL SCHOOL

  
**Secretary**

15	Total Area ( in Square Meters) in respect of 13 and 14 above on which the school is situated	4.44 Acres (17968 Sq Mtr.)
16	The land is in the possession of the school/trust/society/company legally by way of	YES. By Lease Deed for 99 years from 25.02.1988
17	Name of the owner/lessee of the land in respect of point -15 and 16.	Late K Kumaran
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	Not Applicable
19	Is any public road, canal or thorough-fare HT line etc passing through the land in respect of point-14 above	No

#### INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS

20	Has the school been inspected by the Govt engineer and the school building been found structurally safe for running a school?	YES. Inspected by Assistant Executive Engineer Ottapalam Block Panchayath.
20(a)	If Yes the date of last inspection	13-06-2019
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. As per letter No.F2-9400/2016 dated 16.04.2019 of Director General Fire and Rescue Services Thiruvananthapuram, Fire NOC is not required to our school buildings as its plinth area is not more than 1000 Sq Mtrs and height is less than 15 meters.
21 (a)	If yes the date of last inspection	30.10.2019
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
22 (a)	If Yes the date of last Inspection	19.12.2018 and 27.12.2018 respectively

#### INFORMATION REGARDING THE STAFF

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. Salary is being paid as per High Court of Kerala order No. UP(c) No.1042/2012 dated 14.09.2012 and CBSE New Delhi Circular No. 05/2013 of 15.02.2013.
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 check or cash to the individuals is not allowed)	YES. Salary to the teachers and other employees is being paid through the bank by mode of electronic clearing.

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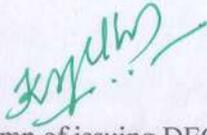
**PART B**

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

File No B4/3724/2019 date of issuance  
19/07/2019

1 This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents and certificates and visiting the school and the information has been found correct

2 Is the school recommended for extension /upgradation of Affiliation? yes

Signature   
(Name and stamp of issuing DEO)  
AJITHA KRISHNA KULANDARA  
District Educational Officer  
Ottapalam  
DISTRICT EDUCATION OFFICER/ EQUIVALENT OFFICER FROM EDUCATION  
ADMINISTRATION AT DISTRICT LEVEL  
NAME OF DISTRICT : Ottapalam



COUNTER SIGNATURE (Not Required as per the CBSE letter No. \_\_\_\_\_ dated \_\_\_\_\_)

(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)