

**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:	2430099
2	Name of the School as per affiliation letter of CBSE:	GURU NANAK PUBLIC SCHOOL
3	Address of the School:	P.O - NEW KOLAH, Andul Road, Alampur, Howrah, West-Bengal-711302
4	Standard/level/class up to which the school is running:	XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES
6	U-DISE code allotted to the school:	19161303604
7	Name and address of the Trust/Society/ Company (under section-8) running the School as on date	GURDWARA GURU NANAK SATSANGI, ALAMPUR, HOWRAH - 711302
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES WEST BENGAL SOCIETIES REGISTRATION ACT. 1961
9	Purpose of present application:	EXTENSION OF AFFILIATION
10	Location of school	Gram Panchayat Maxhilla P.O - New Kolah, Andul Road, Alampur, Howrah (near - NH-6) 711302
11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8th?	YES
11(a)	Number of Recognition Certificate from class-1 to 8th and date of issue:	No. 97-SE(S)/6C-18/02 DT. 09/02/2007
12	Is the School affiliated to any other board besides CBSE for Class X or XII examinations?	NO

Kiran Singh

(Signature of Principal)

Principal
Guru Nanak Public School
C.B.S.E. Affiliation No.-2430099
Alampur, Howrah-711 302



(Signature of D.E.O)

District Education Officer
Sanskritika Mission
Howrah

INFORMATION REGARDING LAND DETAILS AND OWNERSHIP

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
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	8093 sq.m
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	POSSESSED BY SCHOOL LEASE DEED BY SOCIETY
17	Name of the Owner/Lessee of the land in respect of point-16 above:	GURDWARA GURU NANAK SATSANGI, ALAMPUR
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:	FROM 01.03.2005 TO 28.02.2035
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	NO

INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS

20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES
20 (a)	If yes the date of last inspection:	20.01.2019
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
21 (a)	If yes the date of last inspection:	25.10.2019
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:	14.08.19 & 09.08.19

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
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Kiran Singh
(Signature of Principal)

Principal
Guru Nanak Public School
C.B.S.E. Affiliation No.-2430099
Alampur, Howrah-711 302



(Signature of D.E.O)

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?	YES
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES

Guru Nanak Public School

Blasur Singh

Secretary

(Signature of Manager)

Kiran Singh

(Signature of Principal)

Guru Nanak Public School

C.B.S.E. Affiliation No.-2430033

PART-B

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

File No. HR-11019 (16)/1/2019-SSM SEC Date of Issuance 13/11/2019

- 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/up-gradation of affiliation? YES,
Recommended for Extension

District Education Officer
Sangra Parkash Mission
Maurah

[SHARADWATI CHOWDHURY]
Signature
(Name and Stamp of Issuing DEO)

DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

Counter Signature

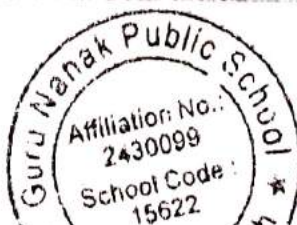
(Name, Designation and Stamp)

DISTRICT COLLECTOR/DEPUTY COMMISSIONER
(or his authorised representative*)

NAME OF DISTRICT

(*Not Below the rank of a Group-A Gazetted Officer)

Kiran Singh
(Signature of Principal)
Principal



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



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय भारत सरकार के अन्तर्गत एक स्वायत्त संस्थान)

प्रीत विहार, दिल्ली - 110 092, भारत



संबद्धता प्रमाण - पत्र

यह प्रमाणित किया जाता है कि गुरु नानक पब्लिक स्कूल, पो. ओ. नई कोलोराह, अंदुल रोड,

आलमपुर, हावड़ा

बोर्ड की माध्यमिक (कक्षा-10)

एव वरिष्ठ माध्यमिक (कक्षा-12) स्तर तक की परीक्षाओं के लिए केन्द्रीय माध्यमिक शिक्षा बोर्ड, दिल्ली से अस्थायी रूप से संबद्धता प्राप्त है तथा इस विद्यालय की संबद्धता संख्या 2430099 है।

सचिव

केन्द्रीय माध्यमिक शिक्षा बोर्ड

अध्यक्ष

केन्द्रीय माध्यमिक शिक्षा बोर्ड

दिनांक : 11 नवंबर, 2014

विद्यालय की संबद्धता की वर्तमान स्थिति जानने के लिए कृपया बोर्ड की वेबसाइट : www.cbse.nic.in का अवलोकन करें।

Central Board of Secondary Education

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

PREET VIHAR, DELHI - 110 092, INDIA

CERTIFICATE OF AFFILIATION

This is to certify that GURU NANAK PUBLIC SCHOOL, P.O. NEW KOLORAH, ANDUL ROAD, ALAMPUR,

HOWRAH

is provisionally affiliated

with Central Board of Secondary Education, Delhi for Secondary (Class-X) and Senior Secondary (Class-XII) Level Examinations of the Board and the Affiliation

Number of the school is 2430099.

Secretary

Central Board of Secondary Education

Chairman

Central Board of Secondary Education

Estd. : 1989

ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ ॥

Mobile : 62906 04608
74392 34313

Affiliation No : 2430099
School Code : 15622

E-mail : gnpskolkata@gmail.com
Web : www.gurunanakpublicschool.co



GURU NANAK PUBLIC SCHOOL

(Affiliated To C.B.S.E., Delhi)

ENGLISH MEDIUM SENIOR SECONDARY CO-EDUCATIONAL SCHOOL

Recognised Minority Educational Institute

Nursed By : GURDWARA GURU NANAK SATSANG, ALAMPUR

ਗੁਰੂ ਨਾਨਕ ਪਬਲਿਕ ਸਕੂਲ

P.O. NEW KOLORAH, ANDUL ROAD, ALAMPUR, HOWRAH PIN : 711 302

Ref. No. GNPS/Alam. drinking water/25-02

Date 12-09-2025

To

The Executive Engineer,
Howrah Division
PHE Dte. Howrah
West Bengal

Sub: Certificate of Drinking Water.

Respected Sir/Madam,

With due respect and honour, I would like to state that our School is a CBSE affiliated School and its affiliation is provisional. We need to extend the affiliation after a designated period. For this, we need to send a certificate of potable drinking water to CBSE.

Therefore, I request you to kindly do the needful at the earliest.

Thanking You

Yours Sincerely

Principal

Guru Nanak Public School

Alampur, Howrah



RECEIVED
Contents not Verified
12/09/25
Receiving Clerk
Executive Engineer, Howrah
Division, P.H.E.



Results of Chemical Examination

DISTRICT LABORATORY UNDER HOWRAH DIVISION
PUBLIC HEALTH ENGINEERING DIRECTORATE



DATE OF REPORT	23.09.2025
SAMPLE NO.	6052
SAMPLE SOURCE	Drinking Water from Guru Nanak Public School, (Raw Water) New Kalora, Andul Road, Alampur, Howrah
SAMPLE COLLECTED BY	Gadadhar Dey (Teacher of this School)
DATE OF COLLECTION	22.09.2025
DATE OF TESTING	22.09.2025

SL NO.	Parameters	Expressed As	Recommended Drinking Water Quality as per IS 10500: 2012 (Second Revision)		RESULT
			Acceptable Limit (Max)	Permissible Limit (Max)	
1.	pH	-	6.5 - 8.5	No relaxation	6.97
2.	Turbidity	NTU	1	5	0.54
3.	Total Dissolved Solid	mg/l	500	2000	39
4.	Total Hardness	mg/l	200	600	10
5.	Chloride	mg/l	250	1000	9.93
6.	Iron	mg/l	1.0	No relaxation	0.05
7.	Manganese	mg/l	0.1	0.3	BDL
8.	Arsenic	mg/l	0.01	No relaxation	BDL
9.	Salinity	ppt	-	-	0.0

N.B: Sample was not collected by the department, hence source and depth not confirmed.

Chemist
Howrah Dist. Lab
PHE Dte

Asst. Engineer
Howrah Division
PHE Dte.



Results of Bacteriological Examination


DISTRICT LABORATORY UNDER HOWRAH DIVISION

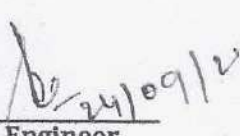
PUBLIC HEALTH ENGINEERING DIRECTORATE

DATE OF REPORT	23.09.2025
SAMPLE NO	6052
SAMPLE SOURCE	Drinking Water from Guru Nanak Public School, (Raw Water) New Kalora, Andul Road, Alampur, Howrah
SAMPLE COLLECTED BY	Gadadhar Dey (Teacher of this School)
DATE OF COLLECTION	22.09.2025
PERIOD OF TESTING	22.09.2025 - 23.09.2025

SL. NO.	PARAMETERS	DESIRABLE LIMIT	URESULT
1	Total Coliforms (CFU/100ml)	Nil	Nil (Not detected)
2	Faecal Coliforms (CFU/100ml)	Nil	Nil (Not detected)

N.B : sample was not collected by the department, hence source and depth not confirmed.


Bacteriologist
Howrah Dist. Lab
PHE Dte.


Asst. Engineer
Howrah Division
PHE Dte.



Results of Chemical Examination

DISTRICT LABORATORY UNDER HOWRAH DIVISION
PUBLIC HEALTH ENGINEERING DIRECTORATE



DATE OF REPORT	23.09.2025
SAMPLE NO.	6053
SAMPLE SOURCE	Drinking Water from Guru Nanak Public School, (Filter Water) New Kalora, Andul Road, Alampur, Howrah
SAMPLE COLLECTED BY	Gadadhar Dey (Teacher of this School)
DATE OF COLLECTION	22.09.2025
DATE OF TESTING	22.09.2025

SL NO.	Parameters	Expressed As	Recommended Drinking Water Quality as per IS 10500: 2012 (Second Revision)		RESULT
			Acceptable Limit (Max)	Permissible Limit (Max)	
1.	pH	-	6.5 - 8.5	No relaxation	6.80
2.	Turbidity	NTU	1	5	0.01
3.	Total Dissolved Solid	mg/l	500	2000	30
4.	Total Hardness	mg/l	200	600	10
5.	Chloride	mg/l	250	1000	3.97
6.	Iron	mg/l	1.0	No relaxation	0.05
7.	Manganese	mg/l	0.1	0.3	BDL
8.	Arsenic	mg/l	0.01	No relaxation	BDL
9.	Salinity	ppt	-	-	0.0

N.B: Sample was not collected by the department, hence source and depth not confirmed.

Chemist
Howrah Dist. Lab
PHE Dte

Asst. Engineer
Howrah Division
PHE Dte.



Results of Chemical Examination

DISTRICT LABORATORY UNDER HOWRAH DIVISION
PUBLIC HEALTH ENGINEERING DIRECTORATE



DATE OF REPORT	23.09.2025
SAMPLE NO.	6053
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SAMPLE COLLECTED BY	Gadadhar Dey (Teacher of this School)
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3.	Total Dissolved Solid	mg/l	500	2000	30
4.	Total Hardness	mg/l	200	600	10
5.	Chloride	mg/l	250	1000	3.97
6.	Iron	mg/l	1.0	No relaxation	0.05
7.	Manganese	mg/l	0.1	0.3	BDL
8.	Arsenic	mg/l	0.01	No relaxation	BDL
9.	Salinity	ppt	-	-	0.0

N.B : Sample was not collected by the department, hence source and depth not confirmed.

Chemist
Howrah Dist. Lab
PHE Dte

Asst. Engineer
Howrah Division
PHE Dte.



Government Of West Bengal
Office Of The Director General
West Bengal Fire & Emergency Services
13D, Mirza Ghalib Street, Kolkata - 16

Memo no.:IND/WB/FES/20192020/68909

Date: 01-08-2023

From:
Divisional Fire Officer
Fire Prevention Wing,
West Bengal Fire & Emergency Services

To: GURU NANAK PUBLIC SCHOOL
NEW KOLORAH, ANDUL ROAD, ALAMPUR, P.S. SANKRAIL HOWRAH

Sub: Renewal of Fire Safety Certificate for the occupancy of G+4 storied educational building in the name and style of Guru Nanak Public School, New Kolorah, Andul Road, Alampur, P.S.- Sankrail, Howrah- 711302.

This is in reference to your application no. 0125191231300207 dated 23-06-2023 regarding the Renewal of Fire Safety Certificate for the occupancy of G+4 storied educational building in the name and style of Guru Nanak Public School, New Kolorah, Andul Road, Alampur, P.S.- Sankrail, Howrah- 711302.

The performance of the Fire Fighting System as incorporated in the buildings were tested at random and found satisfactorily working condition. In view of the above this office is releasing the Renewal of Fire Safety Certificate for occupancy of the aforesaid building.

However to up-keep the Fire Safety Measure of the aforesaid building the following safety measures need to be incorporated / maintained.

Recommendation:

1. Driveway must be free of any type of obstruction for easy movement of Fire Appliances. No parking will be allowed on the Driveway.
2. The interior finish decoration of building shall be made with low flame spread material confirming I.S. specification.
3. To eliminate risk of Fire Hazard good house-keeping both for inside and outside of the building shall be strictly maintained.
4. Existing electrical wiring of the whole building shall have to be carefully checked for any were and tear in them, particularly lines above false ceiling and duct.
5. The notice of Fire Fighting and Evacuation from the building shall be prepared and displayed at all vulnerable places of the building.
6. The employees and security staffs shall be conversant with installed Fire Fighting Equipments of the building and to

operate in the event of Fire & Testing.

.Mock Fire practice and evacuation drill shall be performed periodically with participants of all the occupants, employees, security personnel of the building.

8.First Aid Fire Fighting system shall be provided as per I.S. specification.

9.Arrangement shall have to be made for regular checking, testing and maintenance of all the Fire Fighting installations and equipments in the building to keep them in perfectly good working condition at all the times.

10.Periodical flashing of water from the hydrant and hose reel hose shall be made to maintain the efficient working performance of above mentioned system.

11.The Fire Safety audit to be conducted a regular interval and to be recorded in the Fire Prevention maintenance register.

12.No changes shall be done in the buildings that will affect the means of escape. Any deviation in the above and failure in maintenance of the Fire Prevention and Life Safety Measures shall be at the risk and liability of the owner.

13.Any deviation and failure in maintenance of the Fire Prevention and Fire Safety measures will be at the risk and liability of the Head of the Organization.

14.This renewal of Fire Safety Certificate is valid for three years and has to be renewed every interval of three years from the date of issue of this letter.

Validity unknown

Digitally Signed
Name: NIHAR RANJAN ROY
Date: 01-Aug-2023 15:31:23
Reason: Approved
Location: West Bengal

Divisional Fire Officer
West Bengal Fire & Emergency Services

Govt. of West Bengal

OFFICE OF THE BLOCK MEDICAL OFFICER OF HEALTH

HAZI S.T. MULLICK, B.P.H.C., SANKRAIL, HOWRAH.

Ref. No. 689.

Date: 14/08/2019

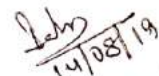
TO WHOM IT MAY CONCERN

This is to certify that the **Guru Nanak Public School** of Mouza Garmirzapur, P.O- New Kolorah, Andul Road, Alampur, P.S-Sankrail, Howrah 711302, situated near the N.II.6, Alampur.

As per verification 13th August 2019, I certified that all the sanitary condition is well & good condition. The class room and floors are hygienic for health.

Thanking you,

Yours faithfully


14/08/19
Block Medical Officer of Health
Hazi S.T. Mullick B.P.H.C. Sankrail, Howrah



Mob : +91 - 9163755813
+91 - 8420204566

PEST CONTROL BANK

32/4, BANTRA EAST LANE
KADAMTALA, HOWRAH - 711 101

Ref. No:.....

Date: 15/02/2021

To
The Principal,
Guru Nanak Public School,
Newkorala, Andul Road,
Alampur,
Howrah-711302

Sir,


This is to inform you that the Sanitization Service has been rendered by us on 13th February, 2021 at Guru Nanak Public School, Alampur, Howrah-711302 and the details are as follows :-

- | | |
|------------------------|-----------------------------------------------------------------------------------------------------------------|
| Type of Service | : Indoor Disinfection including Sanitization work in G+4 School Bldg. in each and every corner of the premises. |
| Chemical Used | : Hydrogen peroxide IP Grade - 11%
Silver Nitrate - 150 PPM |
| Equipment Used | : ULV/Atomization |

This is for your kind information please.

Hope we have done the job with utmost satisfaction and as per your requirement.

Thanking you,

Yours faithfully,
For Pest Control Bank
PEST CONTROL BANK

Proprietor

West Bengal Form No. 264.

যেহিহাংনর নর প্রতি বহর দেহ
কী সহ (নগদে) বিটান থমা
প্রতি আদিত: শাখাতাভুলক



Registration granted in
anticipation of the
information/facts stated
in the document being
correct and true.

Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. 05/96092 of 1998-19 2000

I hereby certify that Gurusara Gurur -
Namk Satang, Hampur,

has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at [Signature]
this Seventh day of October

One thousand nine hundred and Ninety Nine



[Signature]
Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal.



Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. SO096092 of 1999-2000

Legacy Registration No. : S/96092

I here by certify that GURDWARA GURU NANAK SATSANG ALAMPUR has this day been registered under the West Bengal Societies Registration Act, 1961.

Given under my hand at Howrah this 7th day of October One Thousand Nine Hundred and Ninety Nine.

Signature Not Verified

Digitally signed by Bikash Ray
Date: 2019.03.25 13:43:20 IST

Digitally Signed by DPO

Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal

ACJP-A 1076-2003-04-1,10,000

Government of West Bengal
School Education Department
Secondary Branch
Bikash Bhavan, Salt Lake, Kolkata-700 091.

No.97-SE(S)/6C-18/02

the 9th February, 2007

From : Shri S. Mahapatra,
Joint Secretary to the Govt. of West Bengal.

To : The Secretary,
Central Board of Secondary Education, Shiksha Kendra,
2, Community Centre, Prit Vihar,
New Delhi - 110 092.

Sub : Issuance of Provisional No Objection Certificate in favour of Guru Nanak Public School,
New Kalora, Andal Road, Alampur, Howrah - 711 302.

State Government in the School Education Department hereby issues a Provisional "No objection Certificate" to the Secondary Wing of Guru Nanak Public School, New Kalora, Andal Road, Howrah - 711 302 for the purpose of preparing its candidates to appear in the final examination of the Central Board of Secondary Education under the following terms and conditions :-

1. The State Government will not bear any financial liability of the school ;
2. The School will not enhance the tuition/other fees without prior express approval of the State Government ;
3. The School will pay its teaching and non-teaching staff emoluments at a rate which should not be less than those of their counterparts with equivalent educational qualifications in the State-aided educational institutions ;
4. The School will provide for Contributory Provident Fund for the employees as prescribed under the relevant Provident Fund Act/Rules of the Govt. of India ;
5. 10% (Ten Percent) of the new admission in the School in each academic year will be allowed on the recommendation of the School Education Department and 50% of such students will have to be allowed to prosecute studies in the school free of any cost ;
6. The School shall have to furnish accurate and up-to-date statistical information relating to the functioning of the school and its academic activities as and when the same is called for by the Deputy Director of School Education (AIS), West Bengal ;
7. Violation of any of the conditions laid down in sub-para (2), (3), (4), (5) and (6) shall entail withdrawal of the 'No objection' of the State Government with effect from the beginning of the academic year next to that in which the violation is committed.

Sd/-
Joint Secretary

No.97/1(4)-SE(S)

the 9th February, 2007

Copy forwarded for information to the :-

1. Director of School Education, West Bengal, Bikash Bhawan, 7th floor, Salt Lake, Kolkata-91;
2. Deputy Director of School Education(AIS), West Bengal. Copy of the Challan dated 31.01.07 for Rs.10,000/- in original forwarded to the Deputy Director of School Education(AIS), West Bengal with the request to preserve the same after being recorded in the Register maintained in his office for the purpose. This is in reference to the direction communicated in G.O.No.540-SE(HS) dated 10.02.2002.
3. District Inspector of Schools(SE), Howrah ;
4. Secretary, Guru Nanak Public School, New Kalora, Andal Road, Alampur, Howrah-711 302.

GURU NANAK PUBLIC SCHOOL

Guru Nanak Joint Secretary.

STABILITY CERTIFICATE

WE, PAL & ASSOCIATES, P-241, LAKE ROAD, KOLKATA - 700 029, CONFIRM THAT WE HAVE PREPARED THE ARCHITECTURAL & STRUCTURAL DRAWINGS FOR THE FIVE STORIED BUILDING - "GURU NANAK PUBLIC SCHOOL" AT THE PREMISES OF GURUDWARA GURU NANAK SATSANG, HOWRAH, ALAMPUR, AND CONFIRM THAT THE BUILDING & STRUCTURES ARE SAFE.

THIS CERTIFICATION IS ISSUED CONSIDERING REQUIREMENTS SPECIFIED IN:

- IS 1893:2002 (CRITERIA FOR EARTHQUAKE RESISTANT DESIGN OF STRUCTURES)
- IS 4326:1993 (CODE OF PRACTICE FOR EARTHQUAKE RESISTANT DESIGN & CONSTRUCTION OF BUILDINGS)
- IS 13920:1993 (DUCTILE DETAILING OF REINFORCED CONCRETE STRUCTURES SUBJECTED TO SEISMIC FORCES - CODE OF PRACTICE)
- IS 13935:1993 (REPAIR & SEISMIC STRENGTHENING OF BUILDINGS - GUIDELINES)



P. Gajendra Pal

P GAJENDRA PAL : B.E. (civil) M.E. (aero)

DATED : 17.03.2015

(P. GAJENDRA PAL)
B.E. (CIVIL) M.E. (AERO)

Guru Nanak Public School

Blasw. Pr. i

Secretary

Preminder Sandhu

Principal

Guru Nanak Public School

**GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
ELEMENTARY EDUCATION BRANCH
BIKASH BHAWAN, 6TH FLOOR, SALT LAKE,
KOLKATA - 700 091**

No. 1178-SE(E)/10M-186/2010

Date: 03.12.2021

MEMORANDUM

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government/Government Sponsored/Aided Primary/Upper Primary/High/Higher Secondary schools including SSKs/MSKs for the academic session – 2022.

- i) As per provision of the RTE Act, 2009, no child or his/her parents or guardian will be subjected to any kind of screening procedure. All children from 6-14 years (6-18 years for children with special needs) shall be admitted to their age appropriate classes in neighbourhood schools, and elementary education including pre-primary education shall be provided to them free of cost.
- ii) It has been decided that admission in elementary classes including pre-primary class shall be done through draw of lots if number of candidates seeking admission to a class is more than the number of seats available for admission.

Mode of conducting draw of lots shall be as follows:

- (A) At first a general draw of lots from amongst all applicants praying for admission irrespective of category [viz. SC/ST/OBC (A)/OBC(B) etc.] is to be done to select the unreserved candidates.
- (B) Thereafter a series of draw of lots from the left over applications are to be arranged category-wise to fill up the reserved seats.

Category-wise percentages of reservation to be followed:

Scheduled Caste-22%, Scheduled Tribe-6%, OBC (A)-10%, OBC (B)-7% and Children with Special Need -3%..

It may be mentioned here in this connection that if seats reserved for SC remain unfilled by SC candidates they may be filled by ST candidates and vice versa. However, after completion of the aforesaid exercise if more seats are available which could not be filled up due to non-availability of SC/ST candidate they should be taken in the unreserved pool. Moreover seats meant of OBC(A) and OBC(B) candidates, if could not be filled up due to non-availability of OBC(A) and OBC(B) candidates, will also be taken in the unreserved pool. Such unreserved seats shall be filled by candidates as per norms. For this a waiting list may be maintained in the first draw of lots as at (ii) (A) above.

- iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2022. All children of the age of 6-14 years shall be admitted to their age appropriate classes.

Children who have completed any class at a lesser age as per prevalent rule in force at the material point of time in any school may be allowed to proceed to the next class.

The age appropriate classes would be as follows (Age will be calculated as on 01.01.2022)

- a) For Class I, the age of 6 years and above but less than 7 years of age.
- b) For Class II, the age of 7 years and above but less than 8 years of age.
- c) For Class III, the age of 8 years and above but less than 9 years of age.
- d) For Class IV, the age of 9 years and above but less than 10 years of age.
- e) For Class V, the age of 10 years and above but less than 11 years of age.
- f) For Class VI, the age of 11 years and above but less than 12 years of age.
- g) For Class VII, the age of 12 years and above but less than 13 years of age.
- h) For Class VIII, the age of 13 years and above but less than 14 years of age.

No student should be forced to drop out of education through the admission process. Moreover, out of school children are to be admitted for universalization of elementary education.

The Children with Special Needs shall be admitted in such a way that they may complete elementary education within 18 years of age.

In appropriate cases for calculation of age for admission of underaged children, relaxation by four months may be given by the Head of Institutions depending on the merit of the case.

The District Education Officers, SSM, would facilitate admission of out of school children in schools and all schools should co-operate. Any school which wishes to increase the number of seats may send proposal to the Commissioner of School Education through concerned District Inspector of Schools (Primary/ Secondary).

(iv) In case a Primary School and Upper Primary/High/Higer Secondary School running in the same building/premises, class-IV/ V students of Primary School shall automatically be admitted to class-VI/ VI of the Upper Primary/High/Higer Secondary School as the case may be. No draw of lots is required to be done in case of admission of such children. After admission of all such interested candidates in Class-VI/ VI the rest seats shall be filled up through the process of draw of lots.

v) If, however, any parent/guardian fails to get his/her ward admitted to any school through the process of draw of lots, he/she may apply to the District Inspector of Schools (PE)/District Inspector of Schools (SE) as the case may be for admission of his/her ward in neighbourhood School. District Inspector of Schools (PE) /District Inspector of Schools (SE) will arrange for admission of such children in a neighbourhood school through concerned Sub Inspector of Schools.

vi) Sub-Inspector of Schools shall ensure admission of all such students in neighbourhood school and send compliance report to the District Inspector of Schools (PE/SE) within 31st January 2022.

The admission procedure (distribution and receiving of admission forms of lottery, draw of lot, admission of candidates etc.) shall be done strictly as per COVID-19 protocol issued by the Government of West Bengal from time to time

This may be communicated to all concerned for strict compliance.

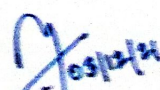

Joint Secretary
School Education Department.

No. 1178 /1/ (137) /SE(EE)/10M-186/2010

Date: 03.12.2021

Copy forwarded for information and necessary action to the :

- 1 Commissioner of School Education, West Bengal, Bikash Bhawan, 7th Floor, Kolkata -91.
- 2 State Project Director, PBSSM, Bikash Bhawan, 2nd Floor, Kolkata -91.
- 3-10) Secretary (Admin Branch)/ Addl. Secretary (Law Branch)/ Addl. Secretary (P&B)/ Addl. Secretary (Secondary Branch)/Joint Secretary, (Primary Branch), School Education Department, Bikash Bhawan, Salt Lake City, Kolkata - 700 091.
- 11) Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata - 700 013, Fax- 2256 1434.
- 12) President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhawan, DK-7/1, Sector - III, Salt Lake, Kolkata - 700 091, Fax No.2321-1202.
- 13) President, West Bengal Board of Secondary Education, Nivedita Bhawan, Karunamoyee, Bidhannagar, Kol-91. Fax No.2321-3812.
- 14) Mission Director, PBRSSM.
- 15-37) District Magistrate(all Districts)
- 38-62) District Inspector of Schools (SE)(all Districts)
- 63-87) District Inspector of Schools (PE)(all Districts)
- 88-109) Chairman, DPSC(all Districts)
- 110-133) District Education Officer, SSM(all Districts)
- 134) Senior Scientist, NIC for uploading in the Web portal of this Deptt.
- 135) PS to Hon'ble MIC, School Education Department for kind perusal of Hon'ble MIC.
- 136) PS to Hon'ble MOS, School Education Department for kind perusal of Hon'ble MOS.
- 137) PA to Principal Secretary, School Education Department


Joint Secretary
School Education Department.