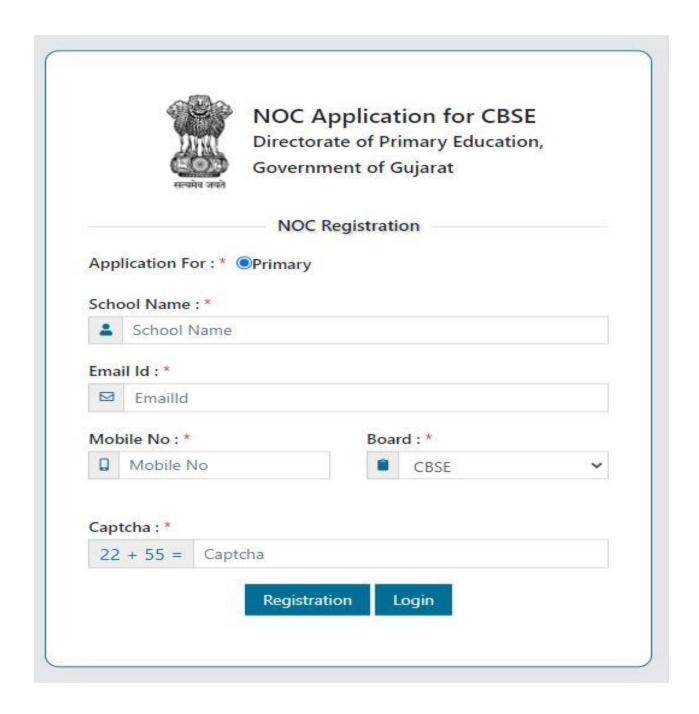
Help Manual for NOC Application

1. Registration

School needs to do Registration prior to apply for NOC as shown below:



As the image shows required field to register for application school needs to provide **School Name**, **unique Email ID** and **Mobile No.** By entering captcha user will be able to Register the school.

After hitting the Registration button, School will get Login Credentials on this provided Email Id.

2. Login

After successful registration school can log into application with provided credentials received on registered email id.

The login screen to proceed is as below:

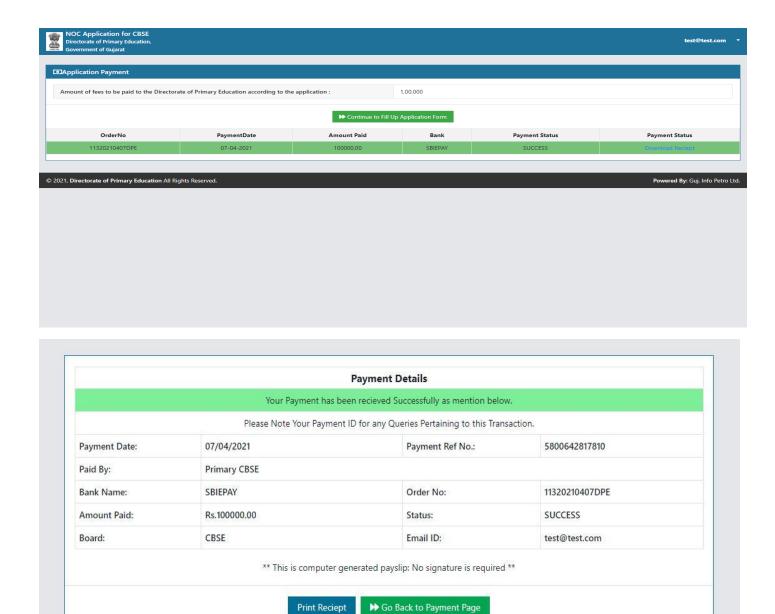


3. Payment

School needs to pay the required fees to the DPE before filling an application form.

Using the cyber treasury payment gateway as shown below school will be able to pay fees of INR 1,00,000 as decided.

As described in the below screen, after payment school will be able to check and download the payment receipt as shown below.



4. Application

Basic Details

Now, School will be able to fill the application form and can attach all required documents.

After Login, please press "Continue to Fill Up the Application" button to proceed further.

You will be redirected to application basic details page as shown in the page below:

Here in the basic details school have to fill the basic details like, School Name and address along with District, Taluka, city, pin code and be careful to select the applicable officer which have options as "DEO" or "DPEO".

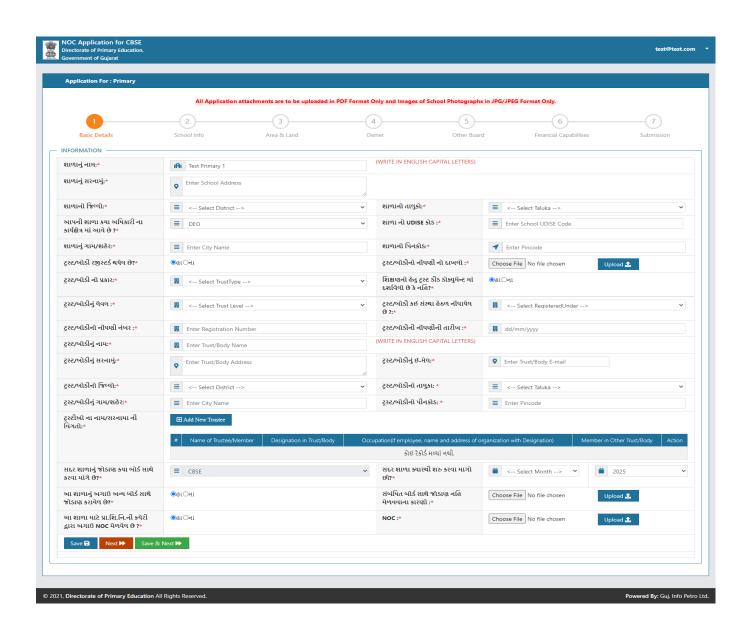
Your application will be sent to the selected officer of the selected district.

Then enter all your Trust details along with Trust Registration Certificate as an attachment.

School can add Trustee Details by pressing the add new trustee button where multiple trustee details will be added.

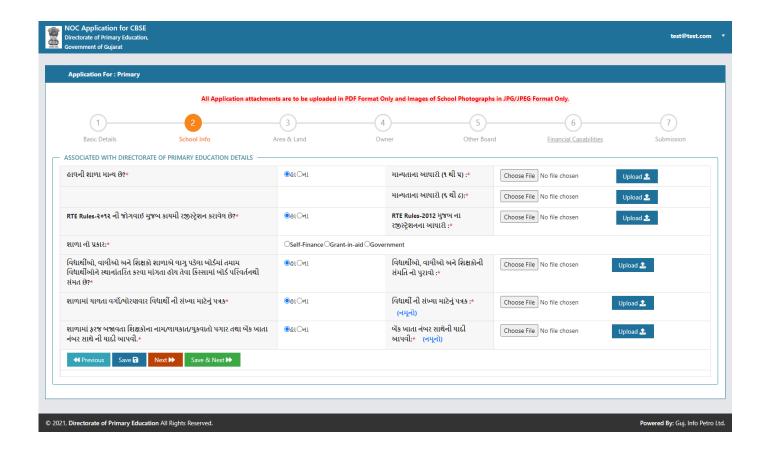
After that, school needs to provide the month and year to start the CBSE school.

Along with these details, school needs to inform whether the application for NOC for other board has been done by school or not. If yes, then needs to upload proof of the same. and one more document needs to be upload if school has got the NOC before by DPE.



School Information

Now, In the second section school needs to provide School Information like, School Type and other miscellaneous documents like Weather the school is valid and if yes attach the proof of validity individually for 1 to 5 standard and 6 to 8 standard. Then after, select yes if permanent registration has been done as per RTE Rules – 2012 and attach proof of such registration.



Additionally, provide consent of students, parents and teachers in form of attachment. Secondly, the document containing count of class wise students as per attached sample needs to be uploaded and details of school teachers with their bank details needed to be uploaded in the same attached sample format.

Area and Land information

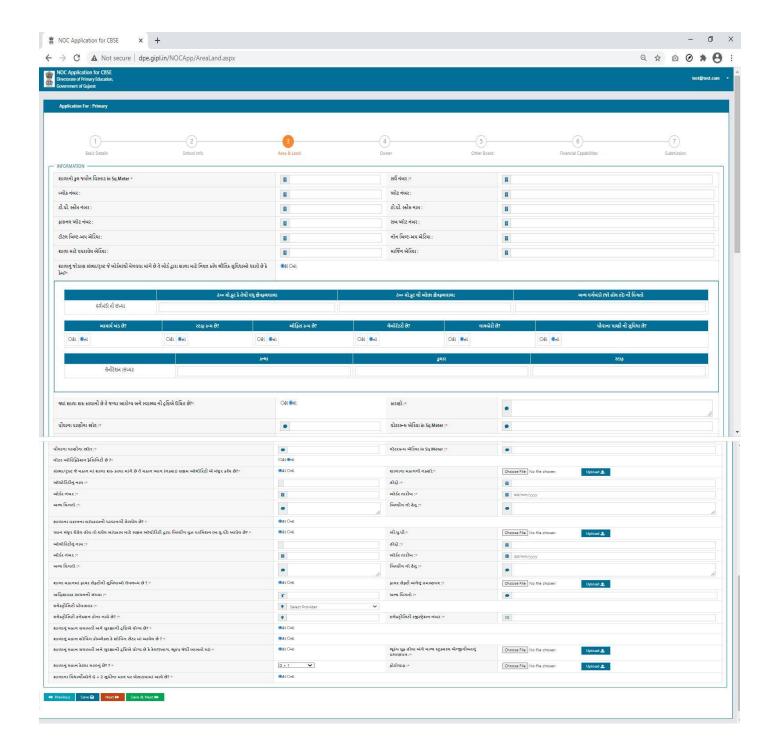
In this section school will fill all the details of school land and area. User will provide information on total school area, plot number, sub plot number and other land related data. Then, if school will select yes in physical facilities, school have to enter details about all classrooms and sanitation.

Moreover, this section will capture the information about water facility and water sources available in the school and water purification facility.

Apart from these, user have to fill up the data of building permission, building map and construction permission details in the current section.

Then after, this sections also asks for fire safety details, whether the school building is right in case of fire and earthquake. Also needs to fill the floor details of school building and provide photograph of school building.

All these information requires several documents which is mentioned in the last page of this document.



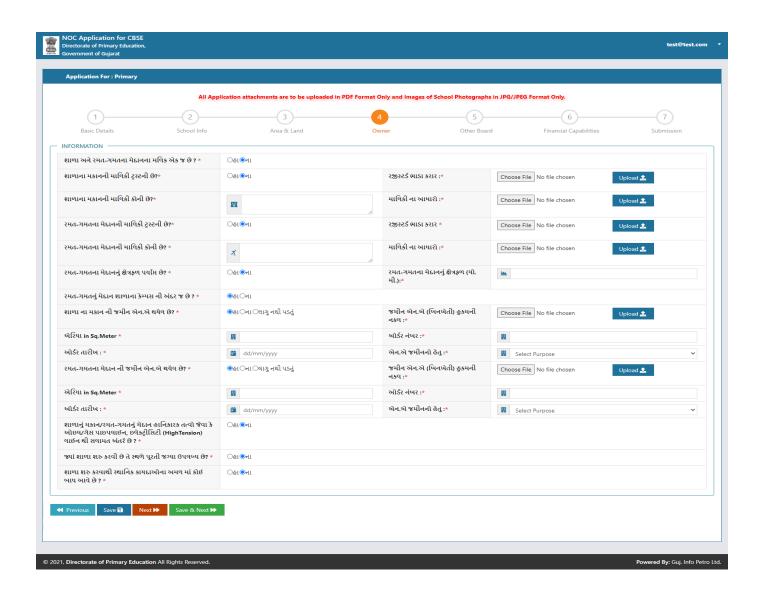
Land Owner Details

Basically this section will capture information about School Land Ownership information.

First detail required here is the owner details, like weather the school and playground land ownership is of trust or not. Based on that user requires to upload proof of ownership or rent agreement in case the land is not owned by trust.

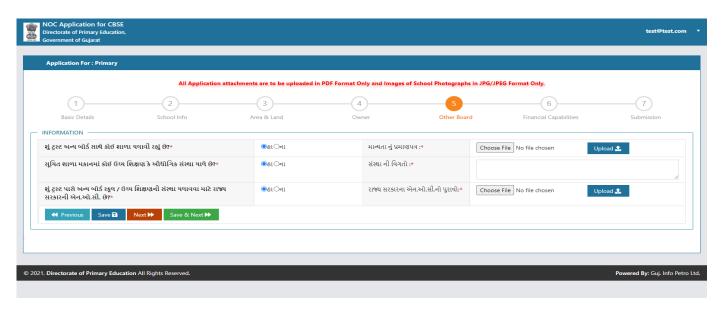
Secondly, School have to inform if the land is Non Agriculture or not and attach required documents for the same.

And in last, provide information like school is at safe distance from hazardous elements like Oil/Gas Pipeline, Electricity (High-tension) Line or not. Furthermore, provide information that any local laws are affected or not if school will get NOC to get started.



Other Board Details

This tab will ask you about other board details for the same school.

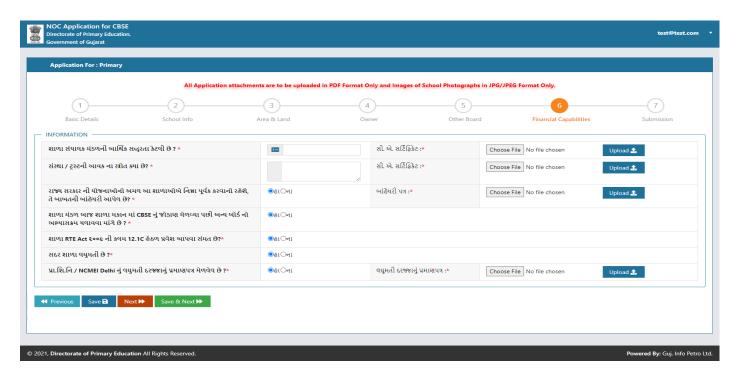


First of all, answer if any other board is running for the same school or not and attach required document. Then provide information on any other higher education or industrial institute is running the same building or not. Also provide information about NOC to run the other board is any with appropriate document.

• Financial Capabilities

This section required details about the financial capacity of school trust which requires C.A certification for source of income and capacity.

Apart from these, user will have to agree on some of the beherry like to follow the state government schemes, wants to run other board syllabus after getting NOC for CBSE and have consent on giving admission on basis of RTE Act 2009 and 12.1C section.

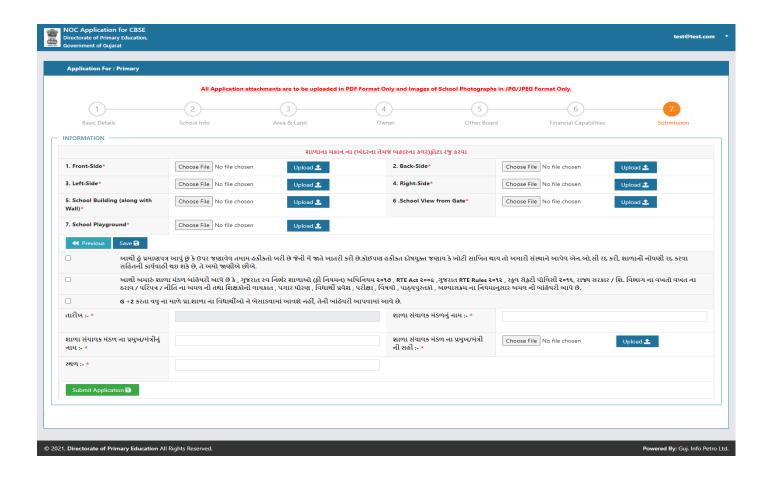


Additionally, answer if the School will be in Minority or not, if yes then provide Minority Certificate received from DPE/NCMEI Delhi.

Submission

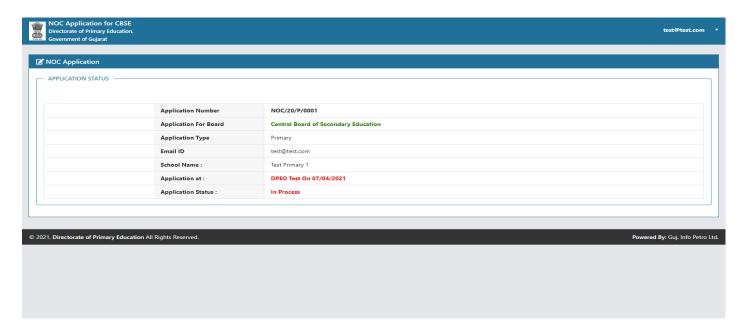
And lastly, application submission sections require various photograph of the school. Also after verifying all the information school will be able to submit the application by providing the name of trust and trustee and uploading the signature of the head.

But before submitting an application School will have to verify that all information is correct at their end because after submitting an application school will not be able to modify ant detail.



After submit user will be redirected to the page where they will get details about the officer who will verify and forward their application. Here, user can check status any time with provided login credentials.

After successful approval School will be able to download Approval Letter from this login only.



List of Documents:

- Trust/Body Registration Certificate
- Other Board NOC (if applicable)
- ❖ NOC from DPE (if Applied previously)
- Validity Proof (standard 1 to 5)
- Validity Proof (standard 6 to 8)
- Proof of Registration as per RTE Rules 2012
- Consent Letter from Students, parents and Teachers
- List of Student as per attached Sample
- List of Teachers with Bank Account Details as per attached Sample
- MAP of School Building
- Construction Permission Certificate of Building
- ❖ B.U.P Certificate
- Fire-safety Certificate
- ELCB Certificate (Earthquake Proof Building Certificate)
- School Floor Photograph
- Ownership Proof/ Rent Agreement for School Land
- Ownership Proof/ Rent Agreement for School Playground Land
- Copy of School Land N.A (Non Agriculture)
- Copy of School Playground Land N.A (Non Agriculture)
- Other Board Validity Certificate (if running other board school)
- State Government NOC Proof (if running other board school)
- ❖ C.A Certificate for Financial Capability of School Trust
- C.A Certificate for Source of Income of School Trust
- Minority Certificate from DPE/NCMEI Delhi (if Applicable)
- Various School Photographs including
 - · Front-Side of School
 - Back-Side of School
 - Left-Side of School
 - Right-Side of School
 - School Building (along with wall)
 - School View from Gate
 - School Playground