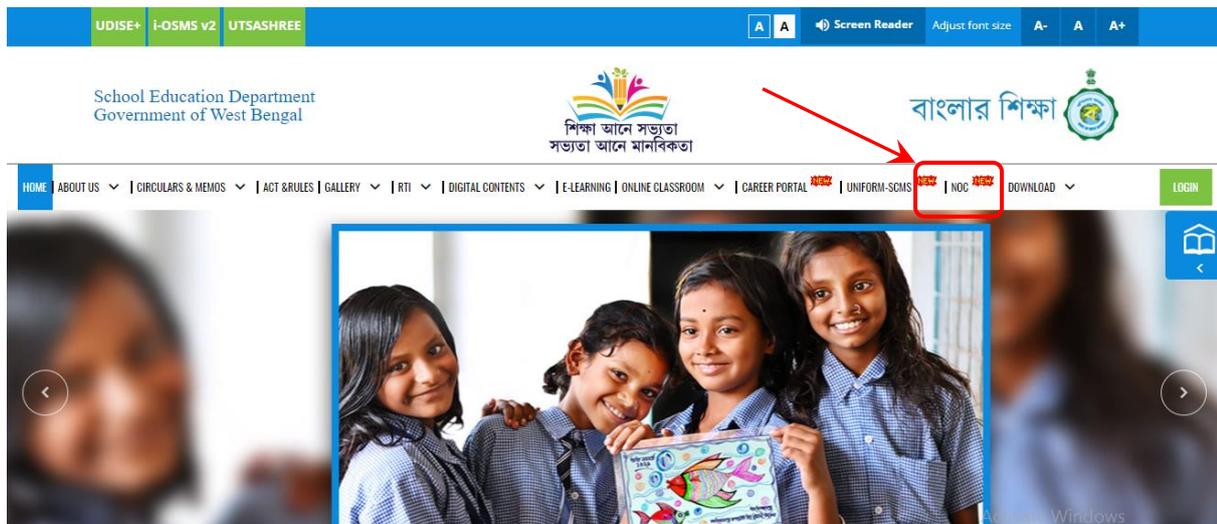# Application procedure for issuance of the No Objection Certificate (NOC) cum Recognition Certificate in respect of Private Unaided Schools within West Bengal

STEP - 1

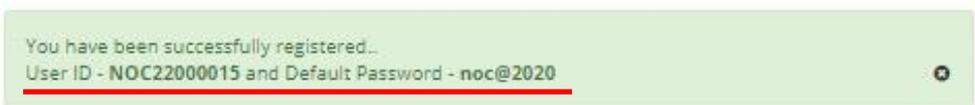Goto : https://banglarshiksha.gov.in → Click NOC

STEP - 2

Fill up the form --> click Submit

STEP - 3

On submission as above, the system will provide you User ID & Password, please note it

You have been successfully registered...
User ID - NOC22000015 and Default Password - noc@2020

No Objection Certificate (NOC) cum Recognition Certificate in respect of Private Unaided Schools

STEP - 4

Now go to Login page

STEP - 5

Use ID & Password as provided by the system along with the Captcha Code → Click Sign In
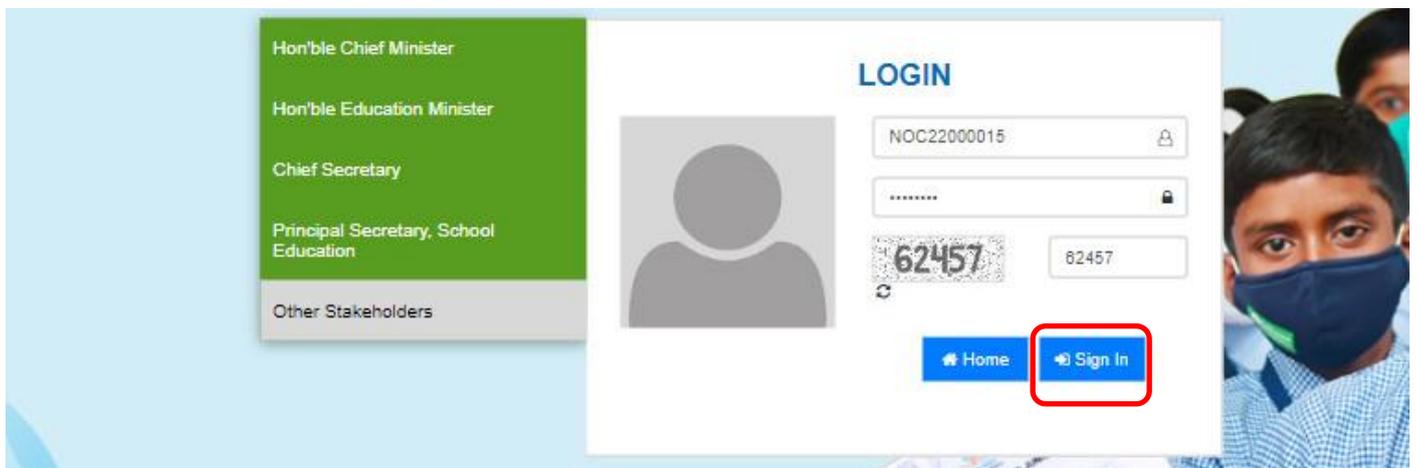
STEP - 6

For first time login change password of your own → Click Change to continue

STEP - 7

Login again using your new password → your dashboard will look like →click on 'New Application'

STEP - 8

Application Form is divided by 9 parts (Part A to Part I), fill up the form properly.
After completion, click 'Save & Next' at the bottom to proceed next (click on '+' symbol at the extreme right of the section) Part B and so on.

Part A – GENERAL PARTICULARS Pending —

Type of NoC:	-Please Select- ▼
District Name:	-Please Select- ▼
Sub-Division Name:	▼
Circle Name:	▼
Block/ Munc./ Corp. Name:	▼
Name of the Institution:	
Low class :	CLASS I ▼
High class :	CLASS IV ▼
Year of Foundation:	
Name of the Trust/Foundation/Society running the Institution:	SARKAR EDUCATION SOCIETY
Does the Trust/Foundation/Society belong to a religious Body or minority community? If so, give details:	NO ▼
Whether the Trust/Foundation/Society is registered:	-Please Select- ▼
Whether the Institution has a properly Constituted Managing Committee duly formed by invoking relevant provisions of Memorandum of Association and or in accordance with the Management of Recognized Non-Government Institution (Aided and Unaided) Rules, 1969:	-Please Select- ▼
Whether the Institution seeking recognition, shall abide by the bye laws:	-Please Select- ▼

Number of sections by class (if the class is stand alone, has no section then put one)

Classes	Number of Section	Classes	Number of Section
I *	-Please Select- ▼	II *	-Please Select- ▼
III *	-Please Select- ▼	IV *	-Please Select- ▼

Save & Next

Part B – PARTICULARS OF INSTITUTION Pending —

Exact location of Institution

a. Postal Address	
b. Telegraphic Address, if any	
c. Telephone No. and Fax No. if any:	
d. Name of the nearest Railway Station:	
e. Distance from Railway Station:	
The Institution is for:	-Please Select- ▼
Instructional hours:	
Duration of Summer vacation, Puja Vacation and Winter vacation with approximate dates:	
Medium of Instruction:	-Please Select- ▼
Whether admission in the Institution is open to all without any discrimination based on religion caste, creed or race	-Please Select- ▼
Whether any religious instruction is imparted:	-Please Select- ▼
What curriculum and syllabus are followed in each class	-Please Select- ▼
Whether the Institution is financially capable of running with its own resources	-Please Select- ▼
Specify how the Institution is financed :	

Save & Next

Part C – PARTICULARS RELATING TO AFFILIATION TO ANY OTHER BOARD OR UNIVERSITY Pending —

Whether the Institution has been previously affiliated for examination to any Board/University:	-Please Select- ▼

Save & Next

Part D – PARTICULARS RELATING TO ENROLMENT OF STUDENTS AS ON THE DATE OF APPLICATION Pending —

Particulars of class, section, number of enrolment etc. to be furnished in the table given below

Class & Section	No. of Boys	No. of Girls	Total	Remarks

Dropout rates in each class

Class & Section	Dropout Rates(In current academic year)

Class results

Class & Section	Total student appeared	Total student passed	Passed percentage

Whether mother tongue of at least 50% of the students is other than Bengali (give numbers):

(a) Total Students:	
(b) Bengali speaking :	
(c) Others :	

+Add

Sl.No.	Name of the Institution	Distance from proposed Institution

Schooling facility available in the locality within a radius of 1 kms in urban area and within 2 km in rural areas:

1		

Save & Next

Part E – PARTICULARS RELATING TO SUBJECTS TAUGHT IN THE INSTITUTION — Pending

1st Language:	-Please Select- ▾
2nd Language:	-Please Select- ▾
Mathematics:	-Please Select- ▾
Science:	-Please Select- ▾
Social Science:	-Please Select- ▾
Socially useful productive work and Community Service:	-Please Select- ▾
Health & Physical Education/Music/Dance/Painting:	-Please Select- ▾
Additional subject, if any (optional):	

Save & Next

Part F – PARTICULARS RELATING TO CAMPUS, BUILDING, CLASSROOMS ETC.

Location of campus	
(a) District:	KOLKATA
(b) Police Station:	SEALDAH
(c) Mouza	25
(d) Plot No.	20
(e) Khatian No.	22
(f) Area in decimal	1

Built up area (in sq. ft., each floor):		
Sl.No.	Floor	Area (in sq.ft.)
1	1	120

Location of campus	
Is it leased or owned? If leased copy of registered Lease agreement and rent receipts are to be enclosed (the rent receipt should be in the name of the Institution and lease should be for a minimum period of 20 years with provision for renewal), If owned, copy of permission of the Society / Trust should be enclosed :	Leased
Sanitary conditions No. of W/C and urinals (separately for boys and girls)	
No. of W/C for Boys :	10
No. of W/C for Girls :	10
Urinals for Boys :	5
Urinals for Girls :	5
If the Institution is now housed in a leased building, whether there is any possibility of acquiring its own land to construct building thereon within the period as may be specified by the Board:	1
Drinking water facilities details of sources :	Tap water
(Common rooms (separately for boys /girls)	
Common rooms for boys :	1
Common rooms for girls :	1
If the Institution is now housed in a leased building, whether there is any possibility of acquiring its own land to construct building thereon within the period as may be specified by the Board:	1
No. of classrooms and approximate dimension above 400 Sq. ft. per classroom	8
No. of classrooms and approximate dimension below 400 Sq. ft. per classroom	2
Is sufficient furniture for classroom available?	YES
Conditions of furniture proposed expenditure :	500000

Part G – PARTICULARS RELATING TO TEACHING AND NON TEACHING STAFF   Pending

+ Add

ADD PARTICULARS RELATING TO TEACHING AND NON TEACHING STAFF

Sl.No.	Name	Date of Birth	Date of appointment in the Institution	Academic qualifications with per centum of marks	Other qualifications	If holding a B.Ed, degree or its equivalent	If appointed as Trained Graduate Teacher / Post Graduate Teacher	Pay scale with present pay, allowances and gross salary per month	Teaching experience with details	T
1										

Save & Next

Part H – MISCELLANEOUS PARTICULARS   Pending

Are there any staff quarters available in the Institution premises? :   -Please Select-

Rate of fees charged and annual charges

Class	Tuition fee Per month (Rs.)	Other fees per month (Rs.)	Total of special Fees, annual fees, Building fund etc. (Rs.)
I to V			
VI			
VII			

Scholarships / Concessions:

Is there provision for scholarship / Fee Studentships? or other financial help to poor and deserving students?   -Please Select-

Financial position of the Institution

(a) Details about the Reserve funds in the name of the Institution in any Nationalized Bank of an amount of Rs.60, 000/-(Rupees sixty thousand only).

(c) Whether the Institution has any arrangement for regular audit of its fund by a Chartered Accountant Firm: -Please Select-

(d) Whether professional tax is paid to the Tax Authority.   -Please Select-

Specify the particulars of student classroom ratio:

Specify the particulars of student teacher ratio:

Specify whether the Institution building have more than one room. If yes please provide for entry to, and emergency exit rom the first floor onwards:

Whether sufficient fire safety equipments are installed: -Please Select-

Whether there are trained persons to use fire safety equipments or disaster management: -Please Select-

Save & Next

Part I – PLEASE ENCLOSE THE FOLLOWING DOCUMENTS AND TICK THE LIST OF ENCLOSURES: Pending

Document	
Copy of registration certificate along with copy of last renewal or Deed of Trust	Choose File No file chosen
Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested by a Gazetted Officer	Choose File No file chosen
Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a Gazetted Officer and powers and function of the School management Committee of the Institution.	Choose File No file chosen
Copy of service rules/ leave rules etc. for the staff duly attested by a Gazetted (as per regulation).	Choose File No file chosen
Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested by a Gazetted (as per Regulation).	Choose File No file chosen
Copy of acquaintance roll for all the staff for the last four months duly attested by the secretary of the Managing Committee.	Choose File No file chosen
Copy of sanctioned building plan in each case whether owned or rented, duly attested by a Gazetted Officer.	Choose File No file chosen
Proposal, if any, for extension of the existing campus and/or building	Choose File No file chosen
Certified copy of registered deed for purchase of land etc. of the Institution	Choose File No file chosen
Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution.	Choose File No file chosen
Particulars regarding roll strength in secondary classes	Choose File No file chosen
Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution.	Choose File No file chosen
Copy of the record for reserved fund in the name of the Institution in any Nationalized Bank of an amount of Rs. 60,000/-	Choose File No file chosen
The audited statement of accounts of the Institution for last three years	Choose File No file chosen
Please attach a road map of the area showing the location of the Institution if there are difficulties to get to it	Choose File No file chosen
Copy of Parcha / Land Record	Choose File No file chosen
Photographs of the Institution Building from various angels	Choose File No file chosen
	Choose File No file chosen
	Choose File No file chosen
	Choose File No file chosen
	Choose File No file chosen
	Choose File No file chosen
Copy of Fire Safety NOC	Choose File No file chosen
Other documents (as are necessary and as indicated in the form)	Choose File No file chosen
Copy of Declaration. Download Declaration form	Choose File No file chosen

Save & Next

All documents to be uploaded are in '**jpg**' or '**pdf**' format within 2 MB size.

1. Copy of registration certificate along with copy of last renewal or Deed of Trust
2. Copy of memorandum of association of the society / deed of the trust with receipt for registration duly attested by a Gazetted Officer
3. Copy of resolution forming M.C. for the Institution with list of members etc. (of which two shall be secondary teachers) duly attested by a Gazetted Officer and powers and function of the School management Committee of the Institution
4. Copy of service rules/ leave rules etc. for the staff duly attested by a Gazetted (as per regulation)
5. Copy of appointment letters for all the staff duly issued by the secretary of the M.C. and duly received by the staff, duly attested by a Gazetted (as per Regulation)
6. Copy of acquaintance roll for all the staff for the last four months duly attested by the secretary of the Managing Committee
7. Copy of sanctioned building plan in each case whether owned or rented, duly attested by a Gazetted Officer
8. Proposal, if any, for extension of the existing campus and/or building
9. Certified copy of registered deed for purchase of land etc. of the Institution
10. Particulars regarding staff duly authenticated by the Secretary of the Managing Committee of the Institution
11. Particulars regarding roll strength in secondary classes
12. Particulars regarding Contributory Provident Fund and Professional Tax of the staff of the Institution.
13. Copy of the record for reserved fund in the name of the Institution in any Nationalized Bank of an amount of Rs. 60,000/-
14. The audited statement of accounts of the Institution for last three years
15. Please attach a road map of the area showing the location of the institution if there are difficulties to get to it
16. Copy of Parcha / Land Record
17. Photographes of the Institution Building from various angels
18. Copy of Fire Safety NOC
19. Other documents (as are necessary and as indicated in the form)
20. Copy of Declaration

*__**NB: The applicant will have to download the declaration format from the download section available against the respective serial which needs to be sealed and signed by the appropriate authority of the school and the PDF copy of the same will have to be uploaded again. The copy of Declaration Format will be as per following:__*

DECLARATION

(1) All the particulars furnished above are true and correct.

(2) I/ We undertake to abide by all rules, notifications, circulars and orders issued by the State

Government or of the West Bengal Board of Secondary Education, as the case may be, from time to time.

Countersigned

Signature of the Secretary of the
School Management Committee

Chairman of the Executive
Committee of the Society
Or Institution

After furnishing all data as per prescribed format in all the sections following type of screen would appear in the dashboard of the concerned applicant. There would be 4 icons (options) in the 'Action' column: View, Edit, Download PDF and Send to DI for approval. If the application is sent to DI/S concerned, that would not in editable mode. After verifying the complete data set, the applicant will have to send the application to the DI/S concerned by clicking on respective button.

After sending the online application to the DI/S, the status would be reflected accordingly as reflected in the following image. However, after processing at each level, the status would be reflected accordingly at the applicant dashboard.

After forwarding the online application to the DI/S concerned [for Primary School: DI/S (PE) and for Secondary School: DI/S (SE)], hard copies of the same (along with all enclosures) need to be submitted at the respective DI/S office. Office of the concerned DI/S would accept the same and give such input in the online system and a receipt copy would be generated in this regard from DI/S login which need to be given to the concerned applicant. Sample copy of such receipt would be as per following:

OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS, PRIMARY
KOLKATA

PART J
FORMAT OF RECEIPT

Received an application form for Recognition of School under section 18 of the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009) and rule 10 of the Right of Children to Free and Compulsory Education Rules, 2012 from the PRINCIPAL_____ of DBM PUBLIC SCHOOL_____along with the documents mentioned in the list attached. The applicant is to produce original of the said document on the day of DLIT inspection to be notified in due course. Further processing of the application shall be made on production of the originals for scrutiny.

Application ID: 1917220001

Attached: Duplicate list of document attached to the form of application.
[Contents of the application are not verified]

Date: 14-12-2022

District Inspector of Schools,
Primary
KOLKATA
[Receiving Authority]

STEP - 11

After receiving the application, concerned DI/S will verify the details and may return the online application with specific reason or would fix the date of DLIT inspection. If returned back to the applicant level, that would be available at the applicant login and if the DLIT inspection date is fixed by the DI/S, such date would also be available at the applicant dashboard as depicted below:

STEP - 12

The status of the application would be updated in the dashboard of the applicant after processing at each level.
If the NOC cum Recognition Certificate is issued, that would also be available at the applicant login like the following.

The applicant may download the NOC cum Recognition Certificate by clicking on 'View' button.