

**No. F. 15(12-2) SE /Un-Aided/W/2019**  
**Government of Tripura**  
**Directorate of Secondary Education**  
**(Grant-in-Aid Section)**

Dated, Agartala, / /2020.

**MEMORANDUM**

**Subject:** - Introduction of Online Portal for Privately Managed Un-Aided Schools to apply for opening, New Registration of Play School, Primary School, Up-Gradation/Extension of Recognition of school & for No Objection Certificate for obtaining CBSE affiliation.

There are about 138 nos. of independent JB, 101 nos. of SB, 78 nos. of High & 32 nos of HS Privately Managed Schools presently running under Education [School] Department in the State of Tripura.

The School Education Department has been regularly receiving applications from the Privately Managed School authorities for New Registration of Primary school/Up-Gradation of School/Extension of Recognition and for issuing of No Objection Certificate for obtaining CBSE affiliation. Moreover applications for establishment of Play Schools and new Primary Schools are also being received every now and then. All the above activities are being done offline till today.


For easy and smooth implementation of the aforesaid functions, the State Government has decided to introduce an online portal through which the Privately Managed School by fulfilling the terms and conditions as laid down in the department's Memo vide No. F.11(7-59)-DSE/93 Dated, 24<sup>th</sup> December, 1999 (Copy enclosed) interested to establish New Play School/ Primary School in the State, will have to apply online through the newly launched portal. Further, the Privately Managed School authorities willing/ intending for Up-gradation/ Extension of the School or obtaining NOC for CBSE affiliation will also have to apply online.

It has, therefore, been decided by the Government of Tripura that online submission of application for the aforesaid purposes will commence from the Academic Session 2021-2022 i.e. from 1<sup>st</sup> April 2021.

However, under Ease of Doing Business initiative, the existing procedure of offline application for new registration of Play School, Primary school, up-gradation and extension of recognition of school and for no objection certificate for obtaining CBSE affiliation shall be continued till the introduction of Online Portal. The acceptance or rejection of prayer/ application shall be disposed of within 30 (thirty) days from the date of receipt of the application. The concerned Principal/ Headmaster of the intending Privately Managed school may apply as per the existing format as detailed below :-


- (i) Opening of Play school/ Primary School (Annexure-A)
- (ii) Registration of Elementary Stage School under RTE (Annexure-B)
- (iii) Registration/ Upgradation of Secondary and Senior Secondary School (Annexure-C)

The link and all other required information of online application shall be notified to all concerned in due course. This is notified for general information of the public and all other stakeholders.

  
(U.K. Chakma)  
Additional Secretary  
to the Government of Tripura.

Copy to:

1. P.S. to the Secretary Education Department for kind information of the Secretary
2. Special Secretary, Industries & Commerce Department for favour of kind information.
3. The District Education Officer, West, Sepahijala, Khowai, North, Unakoti, Dhalai, Gomati, South District Zonal Office, for kind information.
4. The Secretary, Tripura Board of Secondary Education, Gurkhabasti, Agartala for information.
5. The Principal/Headmaster \_\_\_\_\_ School for information and compliance.

  
(U.K. Chakma) 9.12.20  
Director of Secondary Education,  
Tripura.



**Annexure - A****Application Form for Registration of Pre-primary / Play School**

<b>A</b>	<b>Applicant Details</b>	
1	Name of Trust / Society / Managing Committee.	
2	Is Trust / Society/ Managing Committee/ registered?	Yes/No
3	Period up to which Registration of Trust/ Society/Managing Committee is valid.	
5	Name of the Applicant	
6	Designation	Manager / President / Chairman/Other
7	Photograph	Optional
<b>B</b>	<b>Office Address</b>	
1	District	
2	Sub-division	
3	Location Type	Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat	
5	Name of GP/ Ward/ VC	
6	Name of Habitation/ Area/ Building	
7	Police Station	
8	Post Office & Pin Code	
<b>C</b>	<b>Applicant's Contact</b>	
1	Phone No. (Office)	
2	Mobile No.	
3	E-Mail ID	
<b>D</b>	<b>Service Specific Information</b>	
<b>D.</b>	<b>School Details</b>	
1		
1	School Name	
2	Academic Session	
3	Year of Foundation	
4	Date of First Opening of School	
<b>D.</b>	<b>Address of the School</b>	
2		
1	District	
2	Sub-division	
3	Location Type	
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat	
5	Name of GP/ Ward/ VC	
6	Name of Habitation/ Area/ Building	
7	Police Station	
8	Post Office & Pin Code	
<b>E</b>	<b>Contact Details</b>	
1	Phone No. (Office)	





2	E-mail ID							
F	<b>Total Income, Expenditure and Surplus / Deficit during last 3 years</b>							
	Year	Income (Rs.)	Expenditure (Rs.)	Surplus / Deficit (Rs.)				
2	Is Audit done by an authorized Chartered Accountant?		Yes/No					
G	<b>Nature and Area of School</b>							
1	Medium of Instruction		Bengali / English / Hindi					
2	Entry Class (1 <sup>st</sup> year)							
3	Name of Middle Class(2 <sup>nd</sup> year)							
4	Exit Class(3 <sup>rd</sup> year)							
5	Name of Curriculum Frame work/ Syllabus followed		SCERT/ NCERT/ Others					
4	Name of Board		CBSE / TBSE / ICSE / Other					
4.1	Board Name		Only for Other					
5	Teacher Qualification		H.S(Class XII)/Graduate/ Other					
			DLED / B.Ed in Child Care Education/Other					
6	Age Group							
7	Minimum Age for Admission							
8	Duration of School (Max. 4 hours)							
9	Location of Pre- Primary Section		Ground Floor/Other Floor(Specify)					
10	Is there Adequate Space for movement of children for exploring and learning?		Yes/No					
11	Are Furniture and toys / Playing equipments child friendly and free from sharp edge?		Yes/No					
12	Is Special Care taken for no physical, verbal or emotional abuse?		Yes/No					
13	Is any Care Taker appointed for taking care of Students?							
14	Does comply with no harsh discipline and no corporal punishment?		Yes/No					
15	Frequency of Medical Check-up of Children		Monthly / Bi-monthly					
16	Is Growth Monitored?		Yes/No					
H	<b>Enrolment Status</b>							
	Class	Current Academic Year	No. of Section	No. of Student				
				GEN	SC	ST	OBC	RM
	Pre-primary							



[illegible]

K	<b>Admission and Fee Structure</b>								
1	Whether any screening test for admission of students has been done violating Sec.13(1) of the RTE Act, 2009.					Yes/No			
2	Is there any Special Educator being appointed for specially abled children in the school?					Yes/No			
3	Fee structure of the school (i.e. all types of fees realized from the student to be submitted)								
	Sl. No.	Class	Purpose	Fee (Rs.)	Frequency (Monthly / Yearly / One-time)>				
5	Is any extra fee like donation/capitation fee / fee as fine realized from the guardian / children for the purpose of admission and others? If so, mention in details.								

**Supporting Documents:**

1. Photo ID Proof of the applicant
2. Society registration certificate including list of members/List of Members of Managing Committee
3. Affidavit for non-proprietary character of the Trust/Society/Managing Committee
4. Income-Expenditure audit report
5. Land ownership / Rental proof
6. Board affiliation certificate

Along with above, fields below mentioned fields will be available to the inspector for filling-up before submission.

Sl. No.	Field Name	Remark
1	Whether safety measure for students including fire safety have been established or not	Yes/No
2	Is any teacher involved in private tuition?	Yes/No
3	If Yes, mention in details	
4	Last date of inspection of school conducted by any team or DEO/Block Level Officer/State team/Inspecting Officer	
5	Detailed Comments / Observations (irregularities if any) to be made by the Inspecting team/Officer (recommendation for registration of the school may be made by the Inspecting Officer / Team on fulfilment of all criteria)	

**Fields under Issuing Authority**

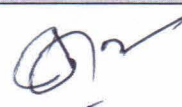
1. Registration Valid Upto

*9-12-2020*



**Annexure-B****Application form for Registration of Elementary Stage School under RTE****Application Form:**

A	<b>Applicant Details</b>	
1	Name of Trust / Society / Managing Committee.	
2	Whether Trust / Society/ Managing Committee/ is registered.	Yes/No
3	Period up to which Registration of Trust/ Society/Managing Committee is valid.	
4	Whether there is a proof of non-proprietary character of the Trust/Society/Managing Committee supported by the list of members with their address on an affidavit in copy?	Yes/No
5	Name of the Applicant	
6	Designation	Manager / President / Chairman
7	Photograph	
B	<b>Office Address</b>	
1	District	
2	Sub-division	
3	Location Type	Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat	
5	Name of GP/ Ward/ VC	
6	Name of Habitation/ Area/ Building	
7	Police Station	
8	Post Office & Pin Code	
C	<b>Applicant's Contact</b>	
1	Phone No. (Office)	
2	Mobile No.	
3	E-Mail ID	
D	<b>Service Specific Information</b>	
D.1	<b>School Details</b>	
1	School Name	
2	Academic Session	
3	Year of Foundation	
4	Date of First Opening of School	
D.2	<b>Address of the School</b>	
1	District	
2	Sub-division	
3	Location Type	
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat	
5	Name of GP/ Ward/ VC	
6	Name of Habitation/ Area/ Building	
7	Police Station	
8	Post Office & Pin Code	
E	<b>Contact Details</b>	



1	Phone No. (Office)						
2	E-mail ID, if any						
F	<b>Total Income, Expenditure and Surplus / Deficit during last 3 years</b>						
	Year	Income (Rs.)	Expenditure (Rs.)	Surplus / Deficit (Rs.)			
2	Audit by the authorized Chartered Accountant, in details						
G	<b>Nature and Area of School</b>						
1	Medium of Instruction		Bengali / English / Hindi				
2	Type of School		Pre-Primary/ Upper -Primary/ JB/ SB/				
3	Entry Class						
4	Exit Class						
5	Name of Board		CBSE / TBSE / ICSE / Other				
6	Board Name		Only for Other				
7	Details of curriculum & syllabus followed NCERT or any other						
8	System of children assessment (whether weekly, monthly test are conducted in addition to the Half-yearly and Annual Examination)						
9	Whether detention policy for unsuccessful children of V and VIII standards is followed by the school as per norms under RTE (Amendment) Act, 2019		Yes/No				
10	Whether student teacher ratio and classroom, ratio is followed by the school as per norms of RTE Act, 2009		Yes/No				
12	<b>Total working days and school hours per week</b>						
	Class	Working Days	School Hours				
	Pre-Primary						
	Class I-II						
	Class III-V						
	Class VI-VIII						
H	<b>Enrolment Status</b>						
	Class	Current Academic Year	No. of Section	No. of Student			
				SC	ST	OBC	RM
	Pre-primary						
	I-V						



	VI-VIII							
I	<b>Infrastructure</b>							
1	<b>Room Details</b>							
	Room	Numbers		Average Size (Sq. Ft.)				
	Classroom							
	Office Room							
	Store Room							
	Headmaster Room							
	Staff Room							
	Computer Room							
	Laboratory room							
	Library Room							
	Kitchen cum Store							
2	Whether electricity and adequate lighting facilities available in the class rooms?			Yes/No				
3	<b>Land Details</b>							
	Area (Sq. Mt.)	Ownership	Classification	Total Area of School	Built-in Area of School			
4	Own or Rented Building?			Own / Rented				
5	Whether the School Building or other structures or the grounds are used during the day or night for commercial or residential purpose (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever?			Yes/No				
6	Whether playground available?			Yes/No				
7	Area of the playground (Sq. Mt.)			Only of available				
J	<b>Other Facilities</b>							
1	No. of Books in Library							
2	No. of Periodical / Newspaper							
3	Is Drinking Water Facility Available?			Yes/No				
4	No. of Drinking Water Facility							
5	Type of W.C & Urinals							
6	No. of Urinals / Lavatories Separately for Boys							
7	No. of Urinals / Lavatories Separately for Girls							
8	Facilities for physically disabled children							
9	Particulars of Head Teacher and Other Teaching Staff							
10	Teaching in Primary / Upper primary exclusively (details of each teacher separately)							
	Sl. No.	Name	DoB	Qualification Academic Professional	Teaching Exp.	Class Assigned	Appoint Date	Whether Qualified as per NCTE Registration Yes/No



K	<b>Admission and Fee Structure</b>								
1	Whether School follows the norms prescribed in Sec.12(1)(C) of RTE Act, 2009 for admission of children belonging to weaker section/ economically backward section and disadvantaged group in the neighbourhood and provided free and compulsory education till class VIII.					Yes/No			
2	Whether any screening test for admission of students from classes Nursery to classes VIII has been done violating Sec.13(1) of the RTE Act, 2009.					Yes/No			
3	Is there any Special Educator being appointed for specially able children in the school?					Yes/No			
4	Fee structure of the school (i.e. all category of fees realized from the student to be submitted in a separate sheet in case of necessity)								
	Sl. No.	Class	Purpose	Fee (Rs.)	Frequency				
5	Whether any extra fees like donation/capitation fee / fee as fine realized from the guardian / children for the purpose of admission and others. If so, mention in details.								

**Supporting Documents:**

1. Photo ID Proof of the applicant
2. Society registration certificate including list of members/List of Members of Managing Committee
3. Affidavit for non-proprietary character of the Trust/Society/Managing Committee
4. Income-Expenditure audit report
5. Land ownership / Rental proof
6. Board affiliation certificate
7. Approved fee structure

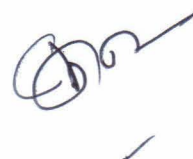
Along with above, below mentioned fields will be available to the inspector for filling-up before submission.

1	Whether School imposed any corporal punishment to the children which is restricted under RTE Act, 2009	Yes/No
2	Whether safety measure for students including fire safety have been established or not	Yes/No
3	Whether any teacher is involved in private tuition?	Yes/No
4	If Yes, mention in details	
5	Last date of inspection of school conducted	





	by any team or DEO/Block Level Officer/State team/Inspecting Officer	
6	Detailed Comments / Observations (irregularities if any) to be made by the Inspecting team/Officer (recommendation for renewal of recognition of the school may be made by the Inspecting Officer / Team on fulfilment of all criteria)	



## Application form for Renewal of Registration of Elementary Stage School under RTE

Registration No.	
Previous Renewal No., if any	

In addition to fetch data, below mentioned fields will be available for data entry.

1	Is validity of registration of Trust/Society/Managing Committee expired?	Yes/No																				
2	Year of recognition of the school																					
3	Last date of recognition and recognition is valid up to																					
4	Whether recognition was given as JB/SB	Pre- Primary/JB/SB																				
5	Please select the documents for fresh upload.																					
	<table border="1"> <thead> <tr> <th>Document</th> <th>Tick (√)</th> </tr> </thead> <tbody> <tr> <td>Photo ID Proof of the applicant</td> <td></td> </tr> <tr> <td>Society registration certificate including list of members</td> <td></td> </tr> <tr> <td>Affidavit for non-proprietary character of the Trust/Society/Managing Committee</td> <td></td> </tr> <tr> <td>Income-Expenditure audit report</td> <td></td> </tr> <tr> <td>Land ownership / Rental proof</td> <td></td> </tr> <tr> <td>Board affiliation certificate</td> <td></td> </tr> <tr> <td>Approved fee structure</td> <td></td> </tr> <tr> <td>Previous registration certificate</td> <td></td> </tr> <tr> <td>Any other relevant document</td> <td></td> </tr> </tbody> </table>	Document	Tick (√)	Photo ID Proof of the applicant		Society registration certificate including list of members		Affidavit for non-proprietary character of the Trust/Society/Managing Committee		Income-Expenditure audit report		Land ownership / Rental proof		Board affiliation certificate		Approved fee structure		Previous registration certificate		Any other relevant document		
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Previous registration certificate																						
Any other relevant document																						

*9-12-2020*



**Annexure -C****Application form for Up-gradation of Secondary and Senior Secondary Stage School**

<b>A</b>	<b>Applicant Details</b>			
1	Name of Trust / Society / Managing Committee.			
2	Whether Trust / Society/ Managing Committee/ is registered.	Yes/No		
3	Period up to which Registration of Trust/ Society/Managing Committee is valid.			
4	Name of the Applicant			
5	Designation	Manager / President / Chairman		
6	Photograph	Yes/No		
<b>B</b>	<b>Office Address</b>			
1	District			
2	Sub-division			
3	Location Type	Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat		
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat			
5	Name of GP/ Ward/ VC			
6	Name of Habitation/ Area/ Building			
7	Police Station			
8	Post Office & Pin Code			
<b>C</b>	<b>Applicant's Contact</b>			
1	Phone No. (Office)			
2	Mobile No.			
3	E-Mail ID			
<b>D</b>	<b>Service Specific Information</b>			
<b>D.1</b>	<b>School Details</b>			
1	School Name			
2	Year of Foundation / Establishment			
<b>D.2</b>	<b>Address of the School</b>			
1	District			
2	Sub-division			
3	Location Type			
4	Name of Block/ Municipal Corporation/ Municipal Council/ Nagar Panchayat			
5	Name of GP/ Ward/ VC			
6	Name of Habitation/ Area/ Building			
7	Police Station			
8	Post Office & Pin Code			
<b>E</b>	<b>Contact Details</b>			
1	Phone No. (Office)			
2	E-mail ID, if any			
<b>F</b>	<b>Total Income, Expenditure and Surplus / Deficit during last 3 years</b>			
	Year	Income (Rs.)	Expenditure (Rs.)	Surplus / Deficit (Rs.)



2	Audit by the authorized Chartered Accountant, in details			
G	<b>Nature and Area of School</b>			
1	Medium of Instruction		Bengali / English / Hindi	
2	Type of School		Secondary/ Senior Secondary	
3	Year of Recognition, if any			
4	Recognition No.		Only if year of recognition is selected	
5	Recognition Valid Upto		Only if year of recognition is selected	
6	Recognition was given as		JB/SB/Secondary	
H	<b>Enrolment Status</b>			
	Class	Stream	Current Academic Year	No. of Section
	IX-X	Common		
	XI-XII	Arts		
		Commerce		
		Science		
I	<b>Total working days and school hours per week</b>			
		IX	X	XI
	No. of days classes held			
	Timing of Classes			
	Percentage of compulsory attendance per year			
	Total no. of days classes held last year			
	Total no. of working days in last academic year			
J	<b>Particulars of Teaching Staff (including HM)</b>			
	Sl. No.	Name	Qualification Academic Professional	Teaching Exp. (Years)
				Class Assigned
				Appoint Date
				Whether Qualified as per NCTE Registration Yes/No
K	<b>Infrastructure</b>			
1	<b>Room Details</b>			
	Room	Numbers	Average Size (Sq. Ft.)	
	Headmaster Room			
	Staff Room			
	Classroom			
	Office Room			



	Computer Room		
	Laboratory Room		
	Library Room		
	Store / Other Room		
2	Whether electricity and adequate lighting facilities available in the class rooms?	Yes/No	
3	<b>Land Details</b>		
	Ownership	Classification	Total Area of School (Sq. Mt.)
			Built-in Area of School (Sq. Mt.)
			Area of Playground (Sq. Mt.), is available
4	Own or Rented Building?	Own / Rented	
5	Whether the School Building or other structures or the grounds are used during the day or night for commercial or residential purpose (except for the purpose of residence of any employee of the school) or for political or non-educational activity of any kind whatsoever?	Yes/No	
L	<b>Other Facilities</b>		
1	Is Drinking Water Facility Available?	Yes/No	
4	If Drinking Water Facility Available,		
	Type of Drinking Water Facility	No. of Drinking Water Facility	Remark, if any
5	Type of W.C & Urinals		
6	No. of Urinals / Lavatories Separately for Boys		
7	No. of Urinals / Lavatories Separately for Girls		
8	Facilities for differently abled children		
M	<b>Admission and Fee Structure</b>		
1	Fee structure of the school (i.e. all category of fees realized from the student to be submitted in a separate sheet in case of necessity)		
	Sl. No.	Class	Purpose
			Fee (Rs.)
			Frequency
2	Whether School Authority / School Managing Committee enhanced any fee	Yes/No	

	during the last 3 years.	
3	If Yes, whether the fee enhancement was done with prior approval of competent authority?	Yes/No
4	Whether any extra fees like donation/capitation fee / fee as fine realized from the guardian / children for the purpose of admission and others. If so, mention in details.	

**Supporting Documents:**

1. Photo ID Proof of the applicant
2. Society registration certificate including list of members/List of Members of Managing Committee
3. Income-Expenditure audit report
4. Land ownership / Rental proof
5. Board affiliation certificate, if any
6. Approved fee structure
7. Madhyamik Examinations Result for the last 3 years
8. HS Examinations Result for the last 3 years
9. Proof of no. of days classes held for one month
10. Proof of class schedule

Along with above, below mentioned fields will be available to the inspector for filling-up before submission.

1	Whether safety measure for students including fire safety have been established or not	Yes/No
2	Whether any teacher is involved in private tuition?	Yes/No
3	If Yes, mention in details	
4	Detailed Comments / Observations (irregularities if any) to be made by the Inspecting team/Officer (recommendation for renewal of recognition of the school may be made by the Inspecting Officer / Team on fulfilment of all criteria)	





## Application form for Renewal of Secondary and Senior Secondary Stage School

1	Registration No.	
2	Previous Renewal No., if any	

In addition to fetch data, below mentioned fields will be available for data entry.

1	Is validity of registration of Trust/Society/Managing Committee expired?	Yes/No																		
2	Year of recognition of the school																			
3	Last date of recognition																			
4	Recognition is valid up to																			
5	Recognition was given as	JB/SB/Secondary/Senior Secondary																		
6	<b>Mandatory Documents to be Uploaded</b> <table> <tr> <th>Sl. No.</th><th>Document</th></tr> <tr> <td>1</td><td>Photo ID Proof of the applicant</td></tr> <tr> <td>2</td><td>Income-Expenditure audit report</td></tr> <tr> <td>3</td><td>Property Rental proof, if any</td></tr> <tr> <td>4</td><td>Previous registration certificate</td></tr> <tr> <td>5</td><td>Madhyamik Examinations Result for the last 3 years</td></tr> <tr> <td>6</td><td>HS Examinations Result for the last 3 years</td></tr> <tr> <td>7</td><td>Proof of no. of days classes held for one month</td></tr> <tr> <td>8</td><td>Proof of class schedule</td></tr> </table>		Sl. No.	Document	1	Photo ID Proof of the applicant	2	Income-Expenditure audit report	3	Property Rental proof, if any	4	Previous registration certificate	5	Madhyamik Examinations Result for the last 3 years	6	HS Examinations Result for the last 3 years	7	Proof of no. of days classes held for one month	8	Proof of class schedule
Sl. No.	Document																			
1	Photo ID Proof of the applicant																			
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