

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN REPECT OF SCHOOLS
ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADTION 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 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:	2430040
2	Name of the School as per affiliation letter of CBSE:	NOTRE DAME ACADEMY
3	Address of the School:	Gandhi Road, West Point, Darjeeling
4	Standard/level/class up to which the School is running:	Nursery to XII
5	Is the name and address of the school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES
6	U-DISE code allotted to the school :	19013700603
7	Name and address of the Trust/Society/Company (under section 8) running the School as on date	Darjeeling Notre Dame Sisters' Society
8	Is the Trust/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES
9	Purpose of present application :	Extension of Affiliation
10	Location of school	In the municipal limits of a Hill Station

S. T. S. S. S.
(Signature of Principal)
Notre Dame Academy
Darjeeling

S. S. S.
12/06/2025
Executive Director
(Signature of D.E.O.)
Education Department
GTA-Darjeeling

10	Has the school obtained Recognition Certificate from the State Government from class 1 to 8 th ?	YES
11	Number of Recognition Certificate from class 1 st to 8 th and date of issue	834-Edn(9) dt 12-07-1993
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	NO

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 12 and 13 above on which the school is situated :	196020
16	The land is in the possession of the school/Trust/Society/Company legally by way of :	Sale Deed
17	Name of the Owner/Lessees of the land in respect of point-14 above :	-
18	In case the land is in the possession of the Society/school by way of leases as per State Government norms, the period of the lease :	-
19	Is any public road, canal or through-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 Government engineer and the school building been found structurally safe for running a school?	YES
20(a)	If yes date of last inspection:	
21	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school form the point of view of fire safety?	YES
21(a)	If yes the date of last inspection:	15-01-2025
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 date for drinking?	YES

S. Jany S.N.D
(Signature of Principal)

Principal
Notre Dame Academy
Darjeeling

Sd/-
12/06/2025
(Signature of D.E.O.)
Executive Director
Education Department
GTA-Darjeeling

22(a)	If yes the date of last inspection:	24.04.2020
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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
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 cheque or cash to the individuals is not allowed)	YES
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES

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..... Date of issuance.....

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/ upgradation of affiliation?	
<p>MANOBENDRA MODAK WBCS (Exc)</p> <p>12/06/2020</p> <p>Executive Director Education Department (Name and Stamp of issuing DEO) GTA-Darjeeling</p> <p>DISTRICT EDUCATION OFFICER/NAME OF DISTRICT</p>		

S. Tany S.N.D
(Signature of Principal)

Principal
Notre Dame Academy
Darjeeling

(Signature of D.E.O)