

**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


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|----|---|---|
| 1 | Affiliation Number allotted by CBSE to the school: | 730032 |
| 2 | Name of the School as per affiliation letter of CBSE: | ST. XAVIER'S CONVENT SCHOOL |
| 3 | Address of the School: | HATLI MORH, INDUSTRIAL P.O., KATHUA (J&K) |
| 4 | Standard/level/class up to which the school is running: | From Class I to Class 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-DISC code allotted to the school: | 01140106809 |
| 7 | Name and address of the Trust/Society/Company (under section-8) running the School as on date | Diocese of Jammu-Srinagar Education Society, Jammu Cantt. Jammu |
| 8 | Is the Trust/Society/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 | <ul style="list-style-type: none"> • In the municipal limits of metropolitan city • In the municipal limits of the city having population more than 15 lakhs • In the hill areas (as per planning commission norms) • In the municipal limits of capital city of a state • In the municipal limits of class-X cities of a state • On an island • In the municipal limits of a hill station • In the municipal limits of city having population less than 15 Lakhs |

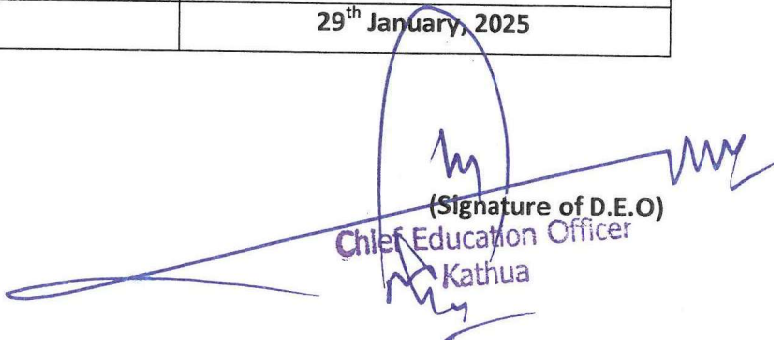
(Signature of Principal)
Principal

St. Xavier's Convent School
Hatli Morh, Kathua. J&K-184 102

(Signature of D.E.O)
Chief Education Officer
Kathua
18/11

| | | |
|--|---|--|
| 11 | Has the school obtained Recognition Certificate from the State Government from Class I – VIII | YES |
| 12 | Number of Recognition Certificate from I to VIII and date issue: | EDU/R/2911, Date: 16/09/2004 |
| 13 | Is the School affiliated to any other board besides CBSE for Class X or XII examinations? | NO (If yes name of the Board) (Also mention whether the school is affiliated for Class-X or XII) |
| INFORMATION REGARDING LAND DETAILS AND OWNERSHIOP | | |
| 14 | Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall? | YES |
| 15 | Are both the School and Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides? | YES |
| 16 | Total area (in square meters) in respect of 14 and 15 above on which the school situated | 19804 square meters |
| 17 | The land is in possession of the school / Trust/Society/Company legally by way of: | Sale deed / Lease deed/Gift deed/Allotted etc. |
| 18 | Name of the Owner/Lease of the land in respect of point-17 above: | Diocese of Jammu-Srinagar Education Society |
| 19 | 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: | N/A |
| 20 | Is any public road, canal or thorough – fare, HT line etc. passing through the land in respect of point -16 above? | NO |
| INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS | | |
| 21 | Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school? | YES |
| 21 (a) | If yes the date of last inspection: | 16/07/2024 |
| 22 | 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 |
| 22 (a) | If yes the date of last inspection: | 26 th December, 2024 |
| 23 | 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 |
| 23 (a) | If yes the date of last inspection: | 29 th January, 2025 |


 (Signature of Principal)
 St. Xavier's Convent School
 Hatli Morh, Kathua. J&K-184 102


 (Signature of D.E.O)
 Chief Education Officer
 Kathua

INFORMATION REGARDING THE STAFF

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|----|--|-----|
| 24 | Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government? | YES |
| 25 | Is the school paying salary to the teachers and other employee as per the norms of the appropriate Government? | YES |
| 26 | Is the salary to the teacher and other employees of the school being paid through the bank by mode of electronic clearing? | YES |
| 27 | Is the school EPF to the teachers and other employees as per the norms of the appropriate Government? | YES |


Manager
St. Xavier's Convent School
Signature with Stamp of
(School Manager)


Signature with Stamp of
(School Principal)

St. Xavier's Convent School
Hatli Morh, Kathua. J&K-184 102

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. C.5010/6544

Date of Issuance 16/5/2025

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|---|---|
| 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 / Extension of affiliation? YES / NO Extension/ upgradation |


Signature
(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT


(Signature of Principal)

St. Xavier's Convent School
Hatli Morh, Kathua. J&K-184 102


(Signature of D.E.O.)

Kathua
16/5