

**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 NCPDR 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**

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:	Upgradation
10	Location of School	<ul style="list-style-type: none"> <li>• In the municipal limits of metropolitan city</li> <li>• In the municipal limits of the city having population more than 15 lakhs</li> <li>• In the hill areas (as per planning commission norms)</li> <li>• In the municipal limits of capital city of a state</li> <li>• In the municipal limits of class-X cities of a state</li> <li>• On an island</li> <li>• In the municipal limits of a hill station</li> <li>• In the municipal limits of city having population less than 15 Lakhs</li> </ul>

Principal  
St. Xavier's Convent School  
Hatli Morh, Kathua, J&K-191 102  
(Signature of Principal)

  
 (Signature of D.E.O)  
 Chief Education Officer  
 Kathua 19119

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)

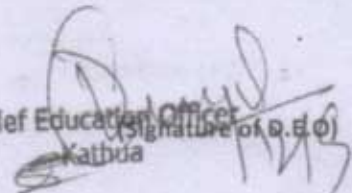
#### INFORMATION REGARDING LAND DETAILS AND OWNERSHIOP

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	19804.3 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:	08/09/2023
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:	23 <sup>rd</sup> August, 2023
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:	18 <sup>th</sup> August, 2023

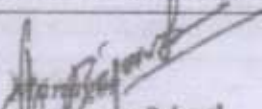
  
 St. Xavier's Convent School  
 1001 West, Kathua, J&K-194 102  
 (Signature of Principal)


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



**INFORMATION REGARDING THE STAFF**

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

  
 St. Xavier's Convent School  
 Hatli Morh, Kathua  
 Signature with Stamp of  
 (School Manager)

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


**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)

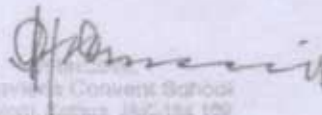
File No. CEOK/25547

Date of Issuance 12-9-2023

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?	YES / NO extension/ upgradation

  
 Chief Education Officer  
 Kathua Signature  
 (Name and Stamp of Issuing DEO)

DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

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

(Signature of D.E.O)

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