

APPENDIX-III

**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:	930938
2	Name of the School as per affiliation letter of CBSE:	ST MARY'S BETHANY PUBLIC SCHOOL
3	Address of the School:	KAYAMKULAM P.O. ALAPPUZHA DIST, KERALA PIN 650 502
4	Standard/level/class up to which the school is running:	STD 1-10 - to Class
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES/NO
6	U-DISE code allotted to the school:	32110600535
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	Society of the Bethany Shreevananthapuram province
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES/NO
9	Purpose of present application:	Extension ✓ 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 city having population more than 25 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-I cities</li> <li>• On an island</li> <li>• In the municipal limits of a hill station</li> <li>• In the municipal limits of city having</li> </ul>

*Brigette Dm*  
 (Signature of Principal)  
**Principal**  
 St. Mary's Bethany Public School  
 Kayamkulam



*Sarwan SDC*  
**MANAGER**  
 St. Mary's Bethany Public School  
 Kayamkulam  
 (Signature of D.E.O.)  
 /First/Second/Third Secretary (Education)  
**SUBIN PAUL**  
 District Educational Officer  
 Mavelikara

APPENDIX-III

		position less than 15 Latha * Outside the municipal limits of any town/city.
10	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	YES/NO Applied
11	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	YES/NO <sup>✓</sup> (If yes name of the Board)  (Also mention whether the school is affiliated for Class-X or XII)
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES/NO <sup>✓</sup>
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/NO <sup>✓</sup>
15	Total area (in square meters) in respect of 12 and 13 above on which the school is situated:	18363 Sq. mtr
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale deed/Lease deed/ Gift Deed/Assignment etc.
17	Name of the Owner/Lessee of the land in respect of point-15 above:	Provincial Superior
18	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:	FROM - TO - 10/05/2011
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-14 above?	YES/NO <sup>✓</sup> If yes the details
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>		
20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES/NO <sup>✓</sup>
20(a)	If yes the date of last inspection:	30.05.2018
21	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/NO <sup>✓</sup>
21(a)	If yes the date of last inspection:	27.07.2018
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 safe for drinking?	YES/NO <sup>✓</sup>
22(a)	If yes the date of last inspection:	01.07.2018
<b>INFORMATION REGARDING THE STAFF</b>		

*Brigitte*  
(Signature of Principal)  
Principal  
St. Mary's Bethany Public School  
Kayankulam



*S. Subin Paul*

(Signature of D.E.O.)  
SUBIN PAUL  
District Educational Officer,  
Mavelikara



APPENDIX-III

23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES/NO
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES/NO
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/NO
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES/NO

Signature *Beigetha Som*  
(of School Manager)

Signature with Stamp *Beigetha Som*  
**Principal**  
St. Mary's Bethany Public School  
Kayamkulam

**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. 9/271/19/Deo Date of Issuance 19/1/19

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**  
extension/upgradation



*Countersigned*  
Signature *Subin Paul*  
**SUBIN PAUL** (Name and Stamp of Issuing DEO)  
District Education Officer  
FIRST/SECOND/THIRD SECRETARY (EDUCATION)/NAME OF EMBASSY  
Mavelikara



*Beigetha Som*  
25/1/19  
Counter Signature  
**DEPUTY COLLECTOR (GENERAL)**  
COLLECTORATE, MAVELIKARA  
(Name, Designation and Stamp)  
DISTRICT COLLECTOR/DEPUTY COMMISSIONER  
(or his authorised representative\*)  
NAME OF DISTRICT  
DEPUTY CHIEF OF MISSION/AMBASSADOR/NAME OF EMBASSY  
(\*Not Below the rank of a Group-A Gazetted Officer)

*Beigetha Som*

**MANAGER**  
St. Mary's Bethany Public School  
Kayamkulam

*Beigetha Som*  
(Signature of Principal)  
**Principal**  
St. Mary's Bethany Public School  
Kayamkulam



*Subin Paul*  
(Signature of D.E.O.)  
**SUBIN PAUL**  
District Educational Officer  
Mavelikara