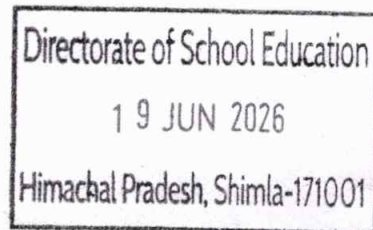


No EDN(SE)-H(10)A(1)-31/2026
Directorate of School Education
Himachal Pradesh



Dated Shimla-171001 the June, 2026

ORDER

Whereas for registration of Private schools in Himachal Pradesh under the Right of Children to Free and Compulsory Education Act, 2009 read with the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2025 and the Himachal Pradesh Private Educational Institutions (Regulation) Act 1997 read with the Himachal Pradesh Private Educational Institutions (Regulation) Rules 2003, check list order prescribes submission of certain essential documents such as Fire Safety Certificate, Building Safety Certificate, Registration Certificate of Society/Trust, registered lease agreement, certification/MoU for use of playground, etc., for the purpose of registration of private schools.

And whereas, the Government of Himachal Pradesh, in alignment with the broader policy framework of the Government of India, seeks to promote Ease of Doing Business (EoDB), regulatory compliance reduction and deregulation, etc.

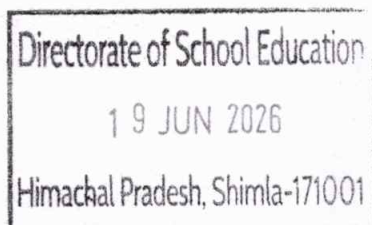
Now, therefore, it is hereby informed for general information of all that, except for the documents explicitly mandated under the Right of Children to Free and Compulsory Education Act, 2009 read with the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2025 and the Himachal Pradesh Private Educational Institutions (Regulation) Act 1997 read with the Himachal Pradesh Private Educational Institutions (Regulation) Rules 2003 & its subsequent amendments issued from time to time and as per check list order thereof, applicants (individuals/organizations) seeking registration of private schools under the Department of School Education, Himachal Pradesh may submit Self-Certification/Declaration/Undertaking in lieu of supporting documents for those provisions where submission of specific documents is not expressly prescribed under the Rules as specified at **ANNEXURE-A**.

The relaxation is, however, subject to the condition that any false Self-Certification/Declaration/Undertaking, suppression of facts, or misrepresentation shall attract penal action, including cancellation of registration, as per applicable laws, rules, and regulations.


Director School Education
Himachal Pradesh

Endst No even Dated Shimla-171001 the June, 2026
Copy to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2.
2. The Commissioner Industries, Himachal Pradesh, Shimla-2.
3. All the Deputy Directors of School Education (Secondary/Elementary) in Himachal Pradesh.
4. All the BEEOs in Himachal Pradesh.
5. All the Heads of Private Schools in Himachal Pradesh.
6. The Nodal Officer (IT) to upload this order on departmental website.
7. Guard file.




Director School Education
Himachal Pradesh

ANNEXURE-A

List of Documents under the Right of Children to Free and Compulsory Education Act, 2009 read with the Right of Children to Free and Compulsory Education, Himachal Pradesh Rules, 2025 and the Himachal Pradesh Private Educational Institutions (Regulation) Act 1997 read with the Himachal Pradesh Private Educational Institutions (Regulation) Rules 2003 & check list order thereof, where Self-Certification/Declaration/Undertaking may be submitted:

S. No.	Documents where Self-Certification/Declaration may be submitted
A. Registration of Private schools in Himachal Pradesh under RTE Act 2009 (Upto 8th Class):	
1.	That the school has complied with the provisions of section 12(1)(c) read with the relevant provision of HP RTE Rules 2025.
2.	That the teachers are recruited fulfilling the minimum qualification as laid under section 23(1) of NCTE norms. The list of the teachers submitted with the application form by the concerned schools be taken into consideration during inspection and matched with the staff available on that day and must ensure that the staff is same as submitted.
3.	That the Society/School is not collecting any capitation fee and subjecting the child or his parent/guardian to any screening procedure.
4.	Undertaking to the effect that the norms of the school as specified in section 19 of RTE Act are being followed as under:- a) All weather building consisting of I classroom for every teacher. b) Office-cum store-cum-Headmaster room. c) Barrier free access. d) Separate toilet for boys, girls, male staff, female staff & CWSN. e) Safe and adequate drinking water facility to all children. f) Availability of playground. g) Arrangements for securing the school building by boundary wall or fencing h) Library providing newspapers, magazines, books on all subjects including story books. i) Play material, games & sports equipment. j) Teaching learning equipment (TLM).
5.	Undertaking to the effect that number of teachers for 1 st to 5 th classes are as per following norms: a) Upto 60 students-2 teachers. b) 61-90 students-3 teachers. c) 91-120 students- 4 teachers. d) 121-200 students-5 teachers+ 1 Headmaster e) Above 200 students, Pupil teacher ratio excluding HM should not exceed 40.
6.	Undertaking to the effect that number of teachers for 6 th to 8 th classes are as per following norms: a) At least one teacher for each section of 60 students, so that there should be at least one teacher each for Science, Maths, Social Science, Languages. b) At least one teacher for every 35 students. c) For enrollment more than 100 students full time Head Teacher and part time instructor for Arts, Health & Phy. Edu. & Work Edu..
7.	Proposed Fee Structure.
8.	Detail of staff along with their Designation, Educational and Professional qualifications (TET Compulsory) and the Pay Scale / Salary paid by the School Management along with photocopy of salary register.

u

B. Registration of Private schools in Himachal Pradesh under the Himachal Pradesh Private Educational Institutions (Regulation) Act, 1997 (Class 9th to 12th).

1.	Detail of Society members, along with their designation. Constitution/Bye Laws of Society.
2.	Detail of building available with the society (Showing all the Classrooms/Library / Laboratory / Principal Room / Staff Room / toilets and playground etc.) and the school's class room are of adequate size, properly ventilated and conducive to learning.
3.	For up-gradation up to 10 th standard, management/school has two additional rooms and in addition to this, one laboratory, one Principal office, one clerk office, 1 Staff rooms.
4.	For Senior Secondary Schools one class room for each class for every stream i.e. Arts Stream should have 03 class rooms, Commerce Stream 03 Class rooms and Science Stream 05 Class rooms and 02 laboratories. Total 13 rooms are required for 10+1 & 10+2 in all streams.
5.	Undertaking with respect to availability of drinking water and electricity in school building.
6.	Detail in r/o the toilet facilities with photographs (Four toilets are compulsory) i. e. (one for Male Staff & one for Female Staff) one for Boys and one for Girls.
7.	Detail of staff along with their Designation, Educational and Professional qualifications (TET Compulsory) and the Pay Scale / Salary paid by the School Management along with photocopy of salary register according to concerned Board.
8.	Declaration related to source of income to ensure that in case of financial crisis, the Society member will donate funds to run the school smoothly in future.
9.	Proposed Fee Structure.
10.	Detail of Laboratory Equipments, Library Books, Furniture and other facilities being provided by the School Management.
11.	Society/Management will ensure that where 20 or more employees are employed, provident funds facility be provided.
12.	School/institution situated in proximity to road/rivulet/downhill, shall have a boundary wall/fencing having gate for the safety of school children.
13.	Detail of class wise enrolment of students admitted in the school.
14.	Undertaking to the effect that the School Management Committee/ School Principal/any other employee or any higher authority of the School will not claim any Grant-in-aid in future from Education Department.
15.	The society/trust will submit an undertaking that there are No Biddies/Cigarettes, Gutkha and other Tobacco product shops and liquor shops within the radius of 100 meters of the school/institution as per the section (6) of the COPTA act 2003.
16.	The society/trust will submit an undertaking that they will adopt zero-tolerance Policy Mandatory in the school in respect of the staff using liquor and any other narcotic drugs or tobacco products or psychotropic substance, during school hours.