

**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 mid  
Security of Children In School, 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:	1930900
2	Name of the School as per affiliation letter of CBSE:	GRT MAHALAKSHMI VIDYALAYA
3	Address of the School:	GRT Mahalakshmi Nagar, Pattabiramapuram Village Chennai – Tirupathi Highway, Tiruttani, Tiruvallur Dist – 631209 Tamilnadu
4	Standard/level/class up to which the school is running:	Pre KG – 12 <sup>th</sup> Std
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-DISE code allotted to the school:	33011103302
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	GRT MAHALAKSHMI EDUCATIONAL CHARITABLE TRUST No. 31, Venkatesan Street, T.Nagar, Chennai – 600017.
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 Approval (Pre KG – 12 <sup>th</sup> Std)
10	Location of school	Village Panchayat (Out side Municipalcity) Pattabiramapuram Village Chennai – Tirupathi Highway, Tiruttani, Tiruvallu Dist – 631209.

(Signature of Principal)

GRT Mahalakshmi Vidyalaya (CBSE)  
GRT Mahalakshmi Nagar, Pattabiramapuram Village,  
Chennai Tirupathi Highway, Tiruttani Taluk,  
Tiruvallur Dist. 631209

(Signature of D.E.O.)

CHIEF EDUCATIONAL OFFICER  
TIRUVALLUR DISTRICT

9/5/22



10	Has the School obtained Recognition - certificate from the State Government from class-1 to 8 <sup>th</sup> ?	Yes
11	Number of Recognition Certificate from class -1 to 8 <sup>th</sup> and date of issue:	<b>CERTIFICATE OF RECOGNITION OFFICE OF THE CHIEF EDUCATIONAL OFFICER Thiruvallur District. Pin Code – 602001. Tamilnadu R.C.NO. 3429/A5/2022, Dated 25.04.2022</b>
12	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	No
<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
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 13 and 14 above on which the school is situated:	Total land area 29218.30 Sqm - 7.22Acres Total Buildup Area 1) 3152.22 Sqm -33930 sqft 2) 4240.47 sqm -45645 sqft Total- 7392.69sqm, 79575 sqft
16	The land is in the possession of the school Trust/Society/Company legally by way of:	Trust Deed
17	Name of the Owner/Lessee of the land in respect of point-16 above:	Own – GRT Mahalakshmi Educational Trust Land
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:	Own Land
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	No
<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
20(a)	If yes the date of last inspection:	16.02.2022
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
21(a)	If yes the date of last inspection:	10.01.2022
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
22(a)	If yes the date last inspection:	31.01.2022
<b>INFORMATION REGARDING THE STAFF</b>		
23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	Yes

*T. Sharmila*  
Principal  
GRT Mahalakshmi Vidyalaya (CBSE)  
(Signature of Principal)  
GRT Mahalakshmi Nagar, Pattabiramapuram Village,  
Chennai Tirupathi Highway, Tiruttani Taluk,  
Tiruvallur Dist. 631209

*9/5/22*  
CHIEF EDUCATIONAL OFFICER  
(Signature of D.E.O.)  
TIRUVALLUR DISTRICT  
Tiruvallur Dist. 631209



## APPENDIX-III

24	Is the school paying Salary to the teachers and other employee as per the norms of the appropriate Government's	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

Signature with Stamp  
(of School Manager)

Signature With Stamp  
(of School Principal)

Correspondent  
GRT Mahalakshmi Vidyalaya (CBSE)  
GRT Mahalakshmi Nagar, Pattabiramapuram Village,  
Chennai Tirupathi Highway, Tiruttani Tk.  
Tiruvallur Dist. 631 209.

Principal  
GRT Mahalakshmi Vidyalaya (CBSE)  
GRT Mahalakshmi Nagar, Pattabiramapuram Village,  
Chennai Tirupathi Highway, Tiruttani Taluk,  
Tiruvallur Dist. 631209

## 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. R.C.NO: 3429/A5/ 2022 Date of Issuance... 25/04/2022

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.	Yes
2	Is the school recommended for extension/up gradation of affiliation?	Extension of Affiliation Approval (Pre KG – 12 <sup>th</sup> Std)

Signature  
(Name and Stamp of Issuing D.E.O.)  
DISTRICT EDUCATION OFFICER/EQUIVALENT OFFICER  
FROM EDUCATION ADMINISTRATION AT DISTRICT  
NAME OF DISTRICT

Counter Signature

(Name, Designation and Stamp)  
DISTRICT COLLECTOR/DEPUTY COMMISSIONER  
(or his authorized representative)  
NAME OF DISTRICT  
(\*Not Below the rank of a Group-A Gazetted Officer )

Principal  
GRT Mahalakshmi Vidyalaya (CBSE)  
GRT Mahalakshmi Nagar, Pattabiramapuram Village,  
Chennai Tirupathi Highway, Tiruttani Taluk,  
Tiruvallur Dist. 631209

(Signature of D.E.O.)  
CHIEF EDUCATIONAL OFFICER  
TIRUVALLUR DISTRICT