



Department of Elementary Education



USER MANUAL

Play School Registration Department of Elementary Education

Home page URL

<https://emerginghimachal.hp.gov.in/>

GOVERNMENT OF HIMACHAL PRADESH



Department of Elementary Education



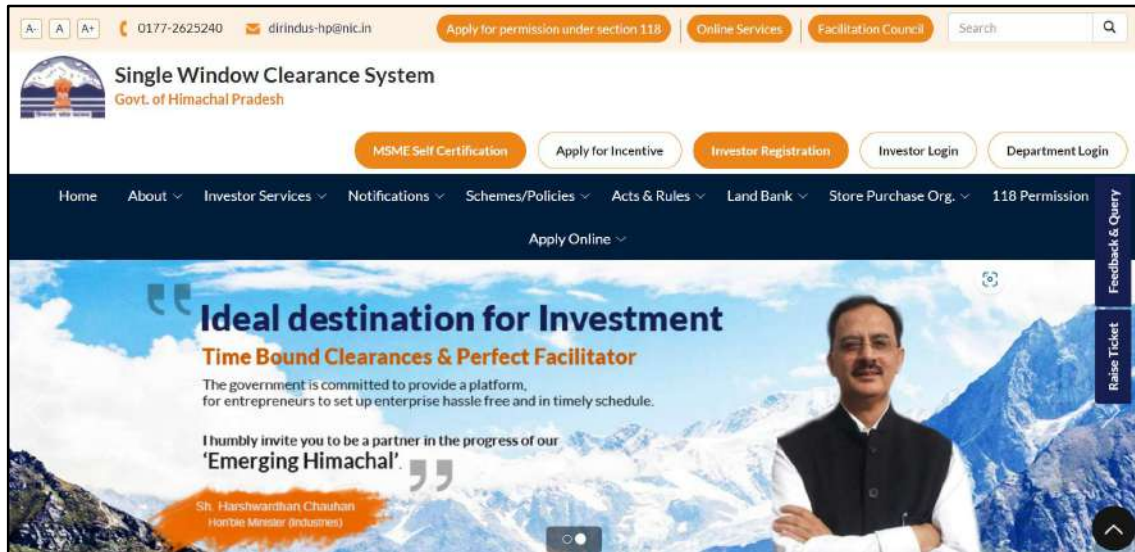
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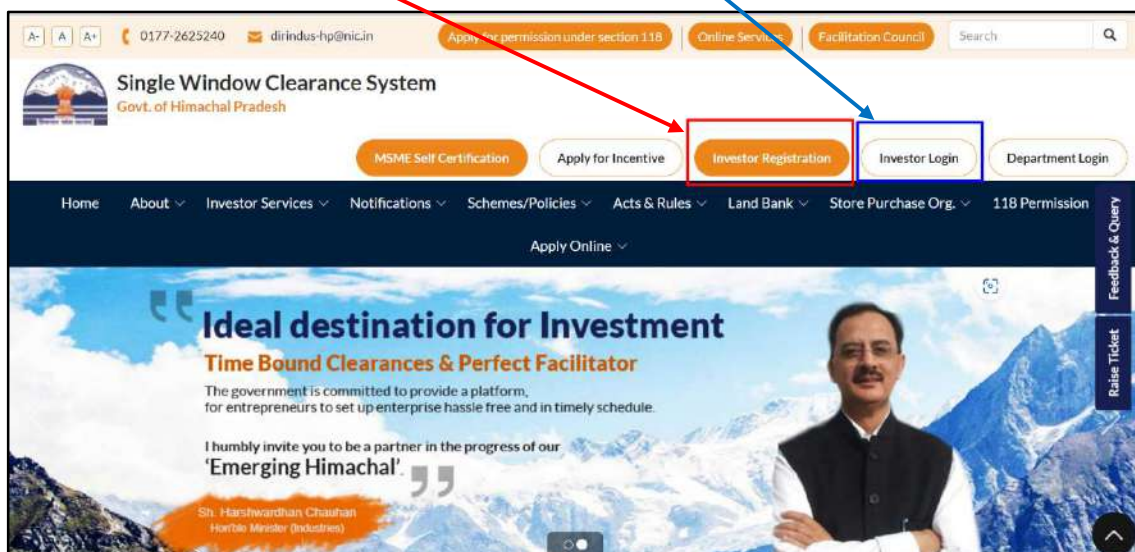
Online Submission of Application

Visit the department's website through the following link: <https://emerginghimachal.hp.gov.in/>



Homepage

The new users can register, and registered users can login.





New user can register by filling the information below:

Investor Registration

Email ID *

Mobile Number *

Choose Password *

Re-Type Password *

Personal Information

First Name *

Last Name *

Address *

Letusoj [Get a new code](#)

Please enter the letters as they are shown in the image above *

(Letters are not case-sensitive)

REGISTER

Once successfully registered, user can login by entering their Login ID and Password:

Investor Login

IUID/Email ID *

Password *

puzbpri [Get a new code](#)

Please enter the letters as they are shown in the image Above *

(Letters are not case-sensitive)

[Forgot Password?](#)[Resend Activation Mail](#)

LOGIN



Following page is displayed after login. User have to hover over to the “Department of Elementary Education” tab on the left column as highlighted. User has to click on the “Play School registration” tab to proceed:

ID	Description	Department	Status	Action
28672	Online Electricity Connection	HP DoIT	Not Submitted	NA
28728	DG Set NOC	HPSEBL	Not Submitted	NA
30903	State Excise - Brand Registration	Excise and taxation	Not Submitted	NA
30904	License for local sale, Import and export permit of Spirit and Indian-made foreign liquor (mFL)	Excise and taxation	Not Submitted	NA
31799	State Excise - Licensing	Excise and taxation	Not Submitted	NA
38391	State Excise- Label Registration	Excise and taxation	Not Submitted	NA
38410	State Excise - Passes and Permits	Excise and taxation	Not Submitted	NA

After selecting the required service, the following page will appear. Applicant has to fill all the mandatory details

Details of Authorized Coordinator/Person

IUID * Name *
 Corresponding Address * Pin Code *
 Email * Mobile *

Details of organization/trust/society

Name of organization/trust/society * Date of Foundation * Registration Number *
 List of office bearers *

Details of chairman and secretary of the play school

Name of chairman and secretary of the school * Designation * Address *
 Office contact No. * Residential contact No. * Please fill out this field.

[+ Add More](#)



Department of Elementary Education



Total income and expenditure during last 3 years surplus/deficit (if applicable)

Year	Income in ₹	Expenditure in ₹	Surplus/deficit in ₹
2023-24	Income in ₹	Expenditure in ₹	Surplus/deficit in ₹
2022-23	Income in ₹	Expenditure in ₹	Surplus/deficit in ₹
2021-22	Income in ₹	Expenditure in ₹	Surplus/deficit in ₹

Details of play school

Name of the school * School Name	Date of first opening of play school * 2023-03-11	Session * 2023-24	District * Please Select District
Block *	Pin code * Pin code of school	Contact number * School contact number	Fax number School fax number
E-mail address * xyz@gmail.com	Nearest police station * Nearest police station	Medium of instruction * Medium of instruction	Postal address * Postal address of school
Timing and duration of play school * Timing and duration of play school	Total area of the play school (unit-Sq m) * Total area of school (Sq m.)	Built in area of the play school (unit-Sq m) * Total built in area of school (Sq m.)	
Does the Play School has its own building or is it running in a rented building? * Please Select	Whether the play school buildings or other structure or the grounds are used for any other purpose? * Please Select		

Enrolment status (if already running)

Age of child	Group	No. of Section	No. of Students
3-4 years	Name of group	Number of section	Number of student
4-5 years	Name of group	Number of section	Number of student
5-6 years	Name of group	Number of section	Number of student
6-7 years	Name of group	Number of section	Number of student
7-8 years	Name of group	Number of section	Number of student

Infrastructure details and sanitary conditions

Area	Number	Average size (in sq. ft)	Specification
Classroom *	Please, Enter valid decimal number	Average size (in sq. ft)	
Office room-cum-store room-cum-HOI room *	Total number of rooms	Average size (in sq. ft)	

Infrastructure details and sanitary conditions

Area	Number	Average size (in sq. ft)	Specification
Classroom *	Please, Enter valid decimal number	Average size (in sq. ft)	
Office room-cum-store room-cum-HOI room *	Total number of rooms	Average size (in sq. ft)	
Boundary wall or fencing *	Boundary wall in running meter		
Pantry (if any)	Number of pantry	Average size (in sq. ft)	
Play area *	Number of play area	Average size (in sq. ft)	
Rest room for the children *	Total number of rest room	Average size (in sq. ft)	
Separate child-friendly and disabled- friendly toilets for boys and girls *	Total number of toilets	Average size (in sq. ft)	
Adequate circulation area and ventilation *	Total number of toilets	Average size (in sq. ft)	
Soap, clean cloth/towel, garbage bin, wash basin/sink at low level *	Spec/Specify the total numbers		
Potable, safe and adequate drinking water facility *	Total number of unit		



Department of Elementary Education



Fire safety measures *	Total number of unit		
Periodic pest control *	Please Select		
CCTV surveillance (if any)	Number of CCTV installed		
First Aid kit *	Total number of fire aid kits		
Medicine Kit *	Total number of medical kits		
Whether all facilities have barrier free access *	Please Select		
Average number of teachers per students *	Average number of teachers per stud		
Average number of caregivers per students *	Average number of caregivers per stu		
Minimum number of instructional hours per day *	Minimum No. of instructional hours/day		

Submit

After filling all the fields applicant has to click on the **submit** tab as highlighted.



Department of Elementary Education



Next user has to upload all the required documents for the registration and click submit.

Checklist

Play School registration - Step 2

Upload Documents

Document Type	File Type	Document Size	Document Status	Action
Self-declaration Cum Application For Grant Or Recognition Of Play School	application/pdf	1-25000	Upload	Upload
Registration Certificate Of Society	application/pdf	1-25000	Upload	Upload
Resolution For Upation Of Society By Compettive Authority If Any	application/pdf	1-25000	Upload	Upload
Land Record (Jama/Archha)	application/pdf	1-25000	Upload	Upload
Rent Deasignment Or Own Building Certificate	application/pdf	1-25000	Upload	Upload
Building Safety Certificate From Pwd	application/pdf	1-25000	Upload	Upload
Fire Safety Certificate From Fire Department	application/pdf	1-25000	Upload	Upload
Fee And Funds Details *	application/pdf	1-25000 Kb	Select file	Upload
Detail For Each Teacher Separately In A One-page Resoune *	application/pdf	1-25000 Kb	Select file	Upload
Self-declaration From Society Chairman To Run School To Headmaster *	application/pdf	1-25000 Kb	Select file	Upload
Road Safety Norms, Like Buses Maintenance, Drivers Detail Etc. *	application/pdf	1-25000 Kb	Select file	Upload
Quarterly Health Check-up Of Children By A Registered Medical Practitioner (consent Or Agreement) *	application/pdf	1-25000 Kb	Select file	Upload
Provision Or Teaching/Learning Aids (List) *	application/pdf	1-25000 Kb	Select file	Upload
Play Material, Games And Sports Equipments (List) *	application/pdf	1-25000 Kb	Select file	Upload
Reading Material And Audio-visual Aids In Library (List) *	application/pdf	1-25000 Kb	Select file	Upload
Details Of Curriculum And Syllabus Followed For Each Level *	application/pdf	1-25000 Kb	Select file	Upload
System Or Evaluation *	application/pdf	1-25000 Kb	Select file	Upload
Enrolment Forms Of Children *	application/pdf	1-25000 Kb	Select file	Upload
Admission/Enrolment Register For Recording Profile Of Children And Their Parents Including Detail Of Both Parents Admission/Enrolment Register For Recording Profile Of Children And Their Parents Including Detail Of Both Parents *	application/pdf	1-25000 Kb	Select file	Upload
Book Register *	application/pdf	1-25000 Kb	Select file	Upload
Site Plan Of The Business Premises *	application/pdf	1-25000 Kb	Select file	Upload

Back **Submit**



Payment Details

Next user has to proceed further by paying the applicable fees, as shown below:

Home > Payment Detail

Payment Detail

Order #	Grand Total	Order Date & Time
[REDACTED]	₹ 5000	2023-03-14 10:58:46
Billing Name	Billing Address	Contact number
[REDACTED]	[REDACTED]	[REDACTED]

[Already Paid? Click Here](#)
[Pay Now](#)

On successful submission of payment, the following page appears, and the payment is confirmed. User can download the payment challan by clicking the PDF file.

IFMS - Government Receipts Accounting System
 Treasuries, Accounts and Lotteries, Finance Department, GoHP

eChallan - Search Your Challan

FROM DATE: [REDACTED] TO DATE: [REDACTED]
 HIMGIRN /Bank CIN /Tender by: [REDACTED] TYPE: e-banking Manually

[SEARCH CHALLAN](#)

HIMGIRN	CIN	Master	Tender by	Payment of (Service)	Amount	Date	Verify	Detail
TEST1234	TEST1234	Successfully completed	REGISTRAR (PRYEDU) SHIMLA	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT #47685 *EDU.3269854747685	5000	09-03-2023 15:44:54		

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After the successful payment has been made, applicant has to accept the declaration by checking the box and clicking the **submit** tab to finally submit the application.

Single Window

HOME

GENERAL

- Know Your Approvals
- Facilitation Council
- Grievance
- Apply for Project Approval (Industries)
- Apply for Project Approval (Other)
- MSME Self Certification
- Apply for 118 Permission
- Department of Industries
- Food & Civil Supplies

Home > Declaration

Declaration

Transaction Id	Status	Amount	Date Time
A23C140648	S	1	03-03-2023 15:14:54

DECLARATION

I, Shivam MITAL do hereby declare that the facts and contents given above for the Registration of Partnership Firm under Indian Partnership Act, 1932 are true to the best of my knowledge and belief.

Place
Date: 15-03-2023

I Accept