



Department of Elementary Education



USER MANUAL

Play School Renewal

Department of Elementary Education

Home page URL

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

GOVERNMENT OF HIMACHAL



Department of Elementary Education



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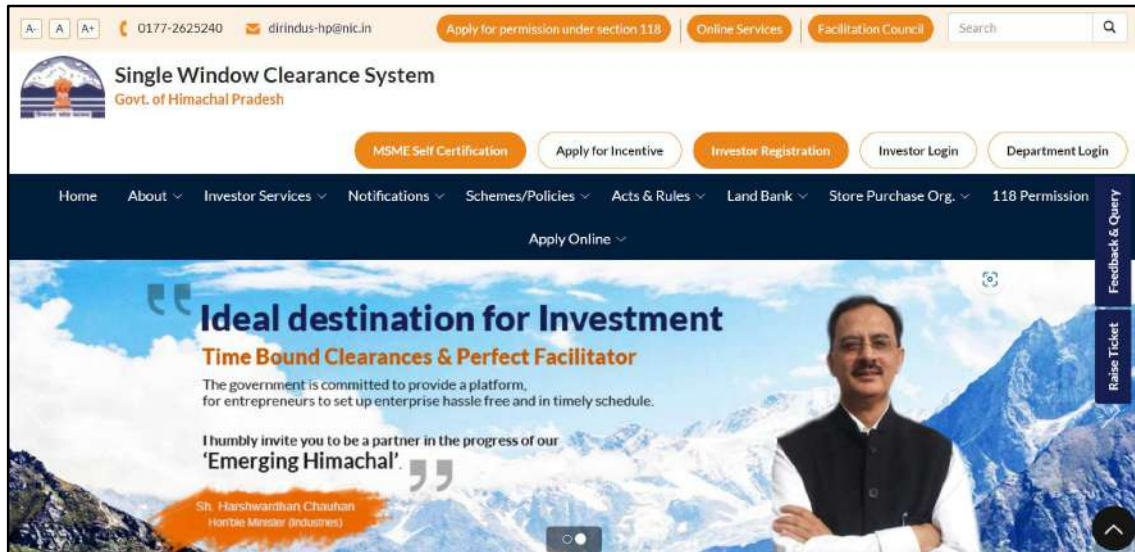
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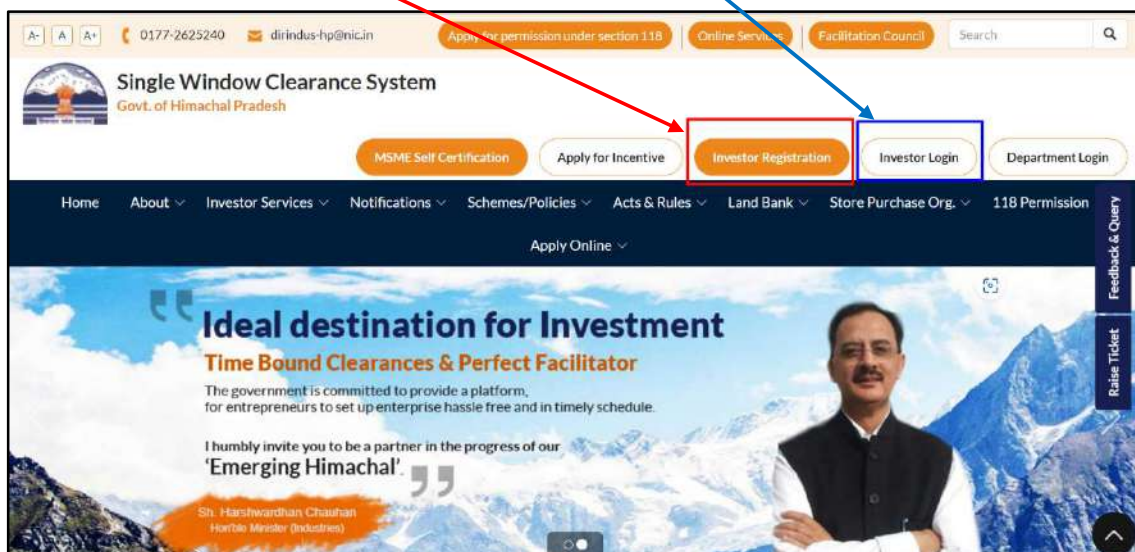
Online Submission of Application

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)

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

Investor Login

IUID/Email ID *

Password *

puzbpvj [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](#)



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

The screenshot displays a sidebar menu on the left and a list of requirements on the right. The sidebar menu includes the following items:

- Department of Industries
- Food & Civil Supplies
- Agriculture
- Department of Elementary Education**
- Play School registration
- Play School Renewal**
- Registration of schools under Right to Education
- Renewal of the schools under Right to Education

The requirements listed on the right are:

- The Affidavit Regarding Source Of Income To Ensure That In Case Of Finan Donate Funds To Run The School Smoothly In Feature Attested By Executiv
- Attested Copy Of Proper Registration Certificate Of The Society
- Detail Of Society Members, Along With Their Designation. (attested Copy Be Constitution/bye Laws Of Society (copy Be Attached)
- Tatima And Jamabandi Of School Building And Playground Be Attached
- The Original Copies Of Lease Deed In Case The Land Taken On Lease Bas Period Of Thirty Year And Rent Deed In Case Building And Playground Take Period Of Five Years To Be Attested By Executive Magistrate



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

Renewal of the Certificate for the approval of setting up & operating a play school

Details of Authorized Coordinator/Person

ILID * 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

Designation * Address * Office contact No. *
 Residential contact No. * Name of chairman and secretary of the school *
 Residential contact No Name of chairman/secretary of the school

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

Year	Income in ₹	Expenditure in ₹	Surplus/deficit in ₹
2023-24	<input type="text" value="Income in ₹"/>	<input type="text" value="Expenditure in ₹"/>	<input type="text" value="Surplus/deficit in ₹"/>
2022-23	<input type="text" value="Income in ₹"/>	<input type="text" value="Expenditure in ₹"/>	<input type="text" value="Surplus/deficit in ₹"/>
2021-22	<input type="text" value="Income in ₹"/>	<input type="text" value="Expenditure in ₹"/>	<input type="text" value="Surplus/deficit in ₹"/>

Details of play school

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



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Enrolment status (if already running)

Age of child	Group	No. of Section	No. of Students
3-4 years	<input type="text" value="Name of group"/>	<input type="text" value="Number of section"/>	<input type="text" value="Number of student"/>
4-5 years	<input type="text" value="Name of group"/>	<input type="text" value="Number of section"/>	<input type="text" value="Number of student"/>
5-6 years	<input type="text" value="Name of group"/>	<input type="text" value="Number of section"/>	<input type="text" value="Number of student"/>
6-7 years	<input type="text" value="Name of group"/>	<input type="text" value="Number of section"/>	<input type="text" value="Number of student"/>
7-8 years	<input type="text" value="Name of group"/>	<input type="text" value="Number of section"/>	<input type="text" value="Number of student"/>

Infrastructure details and sanitary conditions

Area	Number	Average size (in sq. ft)	Specification
Classroom *	<input type="text" value="Total number of classrooms"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Office room-cum-store room-cum-HOI room *	<input type="text" value="Total number of rooms"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Boundary wall or fencing *	<input type="text" value="Boundary wall in running meter"/>		<input type="text"/>
Pantry (if any)	<input type="text" value="Number of pantry"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Play area *	<input type="text" value="Number of play area"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Rest room for the children *	<input type="text" value="Total number of rest room"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Separate child-friendly and disabled- friendly toilets for boys and girls *	<input type="text" value="Total number of toilets"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Adequate circulation area and ventilation *	<input type="text" value="Total number of toilets"/>	<input type="text" value="Average size (in sq. ft)"/>	<input type="text"/>
Soap, clean cloth/towel, garbage bin, wash basin/sink at low level *	<input type="text" value="SpecSpecify the total numbers"/>		<input type="text"/>
Potable, safe and adequate drinking water facility *	<input type="text" value="Total number of unit"/>		<input type="text"/>
Fire safety measures *	<input type="text" value="Total number of unit"/>		<input type="text"/>
Periodic pest control *	<input type="text" value="Please Select"/>		<input type="text"/>
CCTV surveillance (if any)	<input type="text" value="Number of CCTV installed"/>		<input type="text"/>
First Aid kit *	<input type="text" value="Total number of fire aid kits"/>		<input type="text"/>
Medicine Kit *	<input type="text" value="Total number of medical kits"/>		<input type="text"/>
Whether all facilities have barrier free access *	<input type="text" value="Please Select"/>		<input type="text"/>
Average number of teachers per students *	<input type="text" value="Average number of teachers pe"/>		
Average number of caregivers per students *	<input type="text" value="Average number of caregivers "/>		
Minimum number of instructional hours per day *	<input type="text" value="Minimum No. of instructional ho"/>		

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



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

Play School Renewal

Step 1: Application Form | Step 2: Checklist | Step 3: Payment | Step 4: Declaration

Checklist

Play School Renewal - Step 2

Upload Documents

Document type	File Type	Document Size	Document Status	Action
Ca Report Last Year *	application/pdf	1-25000 Kb	Select file	Upload
Registration Certificate Of Society *	application/pdf	1-25000 Kb	Select file	Upload
Registration For Updation Of Society By Competitive Authority /Key *	application/pdf	1-25000 Kb	Select file	Upload
Land Record (Jamabandi) *	application/pdf	1-25000 Kb	Select file	Upload
Rent/Lease Agreement Or Own Building Certificate *	application/pdf	1-25000 Kb	Select file	Upload
Building Society Certificate From Paid *	application/pdf	1-25000 Kb	Select file	Upload
Fire Safety Certificate From Fire Department *	application/pdf	1-25000 Kb	Select file	Upload
Fire And Funct. Details *	application/pdf	1-25000 Kb	Select file	Upload
Detail For Each Teacher Separately In A One-page Resume *	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 Of Teaching Learning Aids (List) *	application/pdf	1-25000 Kb	Select file	Upload
Play Material, Games And Sports Equipment's (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 Of 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
Stock Register *	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
7750070	₹ 500	2023-03-07 13:47:53
Billig Name	Billig Address	Contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

0777-262023 | TREASDATA-HP@NIC.IN | CONTACT | REGISTER

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

E-CHALLAN - A GATE WAY TO GOVT

eChallan - Search Your Challan

FROM DATE: TO DATE:

HIMGRN / Bank CIN / TenderBy: TYPE: e-banking Manually

[SEARCH CHALLAN](#)

HIMGRN	CIN	Status	Tender by	Payment of (Service)	Amount	Date	Print	Detail
TEST123	TEST123	Successfully completed	hmlhls *IN FAVOUR OF: (CT000-017) REGISTRAR (PRECEO) SHIMLA	. RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT #47878 *EDI#:4234567890	500	07-03-2023 14:08:31		

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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.

Home > Declaration

Declaration

Payment Detail

Transaction Id	Status	Amount	Date Time
A23C119947	S	1	03-02-2023 14:04:31

DECLARATION

I 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: 07-03-2023

Accept