



## Department of Elementary Education



# USER MANUAL

## Private Schools for Grant of Permission to Run/Establish a Private School

## Department of Higher Education

Home page URL

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

GOVERNMENT OF HIMACHAL



# Department of Elementary Education



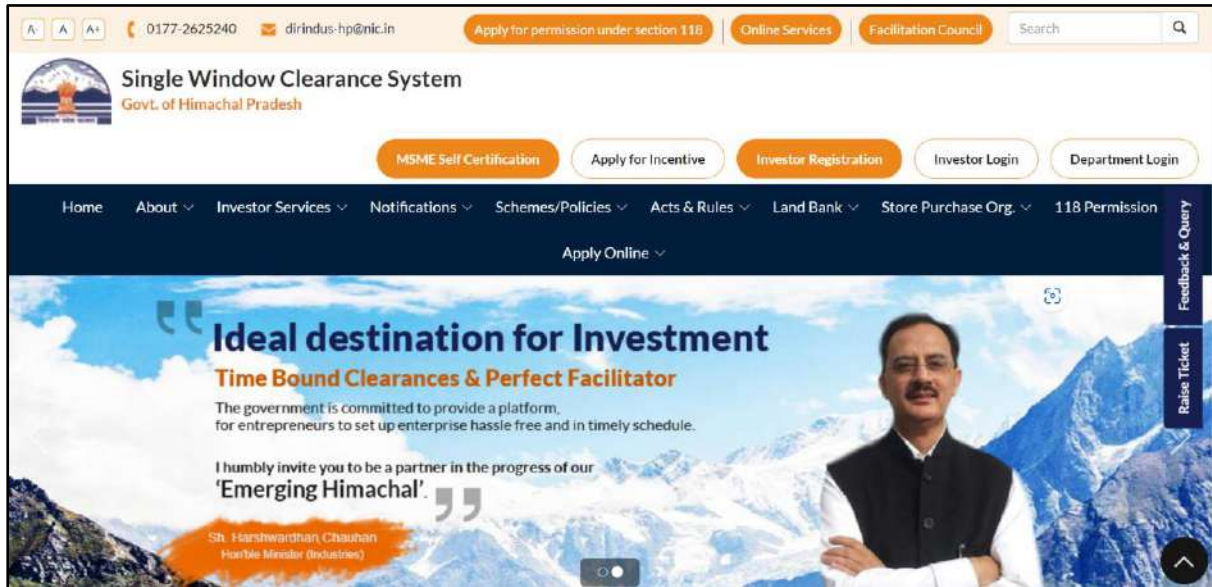
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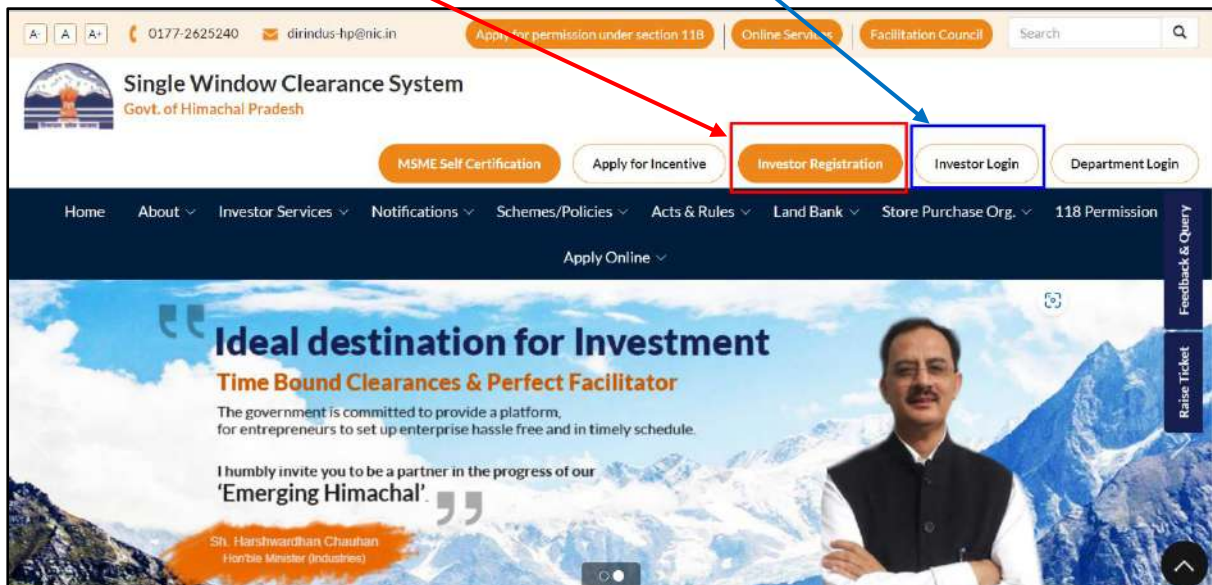
## Online Submission of Application

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 \***

**zeturwj** [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 \***

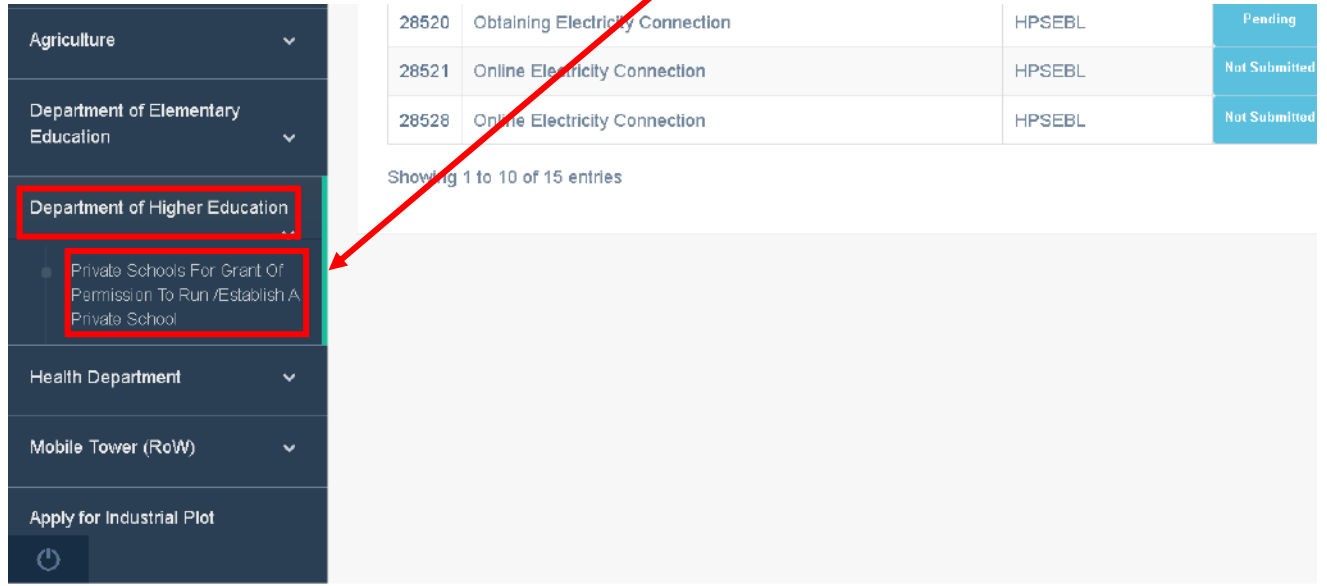
**puzbprj** [Get a new code](#)

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 “Department of Higher Education” tab on the left column as highlighted. User has to click on the highlighted tab to proceed:



28520	Obtaining Electricity Connection	HPSEBL	Pending
28521	Online Electricity Connection	HPSEBL	Not Submitted
28528	Online Electricity Connection	HPSEBL	Not Submitted

Showing 1 to 10 of 15 entries

- Agriculture
- Department of Elementary Education
- Department of Higher Education**
  - Private Schools For Grant Of Permission To Run /Establish A Private School**
- Health Department
- Mobile Tower (RoW)
- Apply for Industrial Plot





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

### Applicant Details

<b>Applicant Email *</b> <input type="text" value="Applicant Email"/>	<b>Applicant Mobile *</b> <input type="text" value="Applicant Mobile"/>
<b>Applicant Land Line Number *</b> <input type="text" value="Applicant Land line No"/>	<b>Alternative Contact No *</b> <input type="text" value="Applicant Alternative Contact No"/>

(subject to the fulfilment of terms and conditions prescribed in form-I, part-I)

<b>Board *</b> <input type="text" value="--Please Select--"/>	<b>Session Year *</b> <input type="text" value="--Please Select--"/>
<b>Name of Institution *</b> <input type="text" value="Institution Name"/>	<b>Name of Management (along with its members) *</b> <input type="text"/>
<b>Name of the Manager *</b> <input type="text" value="^ Name of Manager"/>	<b>Manager full address *</b> <input type="text" value="^ Manager Address"/>

<b>Registration Number *</b> <input type="text" value="Registration Number"/>	<b>Registration Date *</b> <input type="text" value="2023-03-14"/>
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### Institution Details

<b>School level *</b> <input type="text" value="--Please Select--"/>	
<b>Whether the institution is being run by the minority community as specified in the constitution of India *</b> <input type="text" value="Please Select"/>	<b>The certificate for which such private educational institution prepares or trained or guides or proposes to prepare or train or guide its students or the certificate *</b> <input type="text" value="* certificate"/>
<b>Institution District *</b> <input type="text" value="Please Select District"/>	

### Infrastructure Available

<b>Number of Class Room *</b> <input type="text"/>	<b>Class Room Dimension (in feet) *</b> <input type="text" value="Average Class Room Dimension"/>
<b>Number of laboratories *</b> <input type="text" value="Number of laboratories"/>	<b>laboratories Dimension (in feet) *</b> <input type="text"/>



# Department of Elementary Education



Number of Library \*

Library Room Dimension (in feet) \*

Office Accommodation including Head of Private educational Institutions

Number of Room \*

Room Dimension (in feet) \*

Office Accommodation

Number of urinals and lavatories for Boys \*

Dimension of urinals and lavatories for Boys (in feet) \*

Number of urinals and lavatories for Girls \*

Please fill out this field.

Number of urinals and lavatories for Staff \*

Dimension of urinals and lavatories for Staff (in feet) \*

Playground One Dimensions(if Exist) (in metres)

Playground Two Dimensions(if Exist) (in metres)

Playground Three Dimensions(if Exist) (in metres)

Playground Four Dimensions(if Exist) (in metres)

Whether the institution is affiliated or proposed to be affiliated to any board of School Education or university mention the name of Board or university \*

Whether sufficient furniture for students is available. Give full details \*

Whether institution is co-educational \*

## Staff (teaching and non-teaching)

Give complete information in the following format

Name of posts * <input type="text" value="* Name Of Post"/>	No. of Posts * <input type="text" value="* No. Of Post"/>	Persons appointed * <input type="text" value="* Persons appointed Name"/>
Educational professional qual./Matric onwards with % of marks and division * <input type="text" value="* Educational Qualification"/>	Name of National daily paper in which advertisements appeared in name of emp. exch. and its letter No. and date * <input type="text"/>	Date of National daily paper in which advertisements appeared * <input type="text" value="2023-03-14"/>
Date of Appointment * <input type="text" value="2023-03-14"/>	<input type="button" value="+ Add More"/>	

Whether the staff have been provided or proposed to be provided the facility of provident fund:- \*

Name of the Government and private educational institutions surrounding the institution established along with their distance within the radius of 5 kms.

Name * <input type="text"/>	Distance in km * <input type="text"/>
<input type="button" value="+ Add More"/>	

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

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

Grant of Certificate of Registration for use of Ground Water

1 ————— 2 ————— 3 ————— 4

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

### Checklist

🏠 Grant of Certificate of Registration for use of Ground Water -Step 2

### Upload Documents

Document Type	File Type	Document Size	Document Status	Action
Details Of Class-wise Details Of Enrolment Of Students Admitted As Follows *	application/pdf	1-25000 Kb	Select file	Upload
The Affidavit Regarding Source Of Income To Ensure That In Case Of Financial Crisis, The Society Member Will Donate Funds To Run The School Smoothly In Feature Attested By Executive Magistrate. *	application/pdf	1-25000 Kb	Select file	Upload
Attested Copy Of Proper Registration Certificate Of The Society *	application/pdf	1-25000 Kb	Select file	Upload
Detail Of Society Members, Along With Their Designation. (attested Copy Be Attached) And Copy Of Constitution/bye Laws Of Society (copy Be Attached) *	application/pdf	1-25000 Kb	Select file	Upload
Talima And Jamabandi Of School Building And Playground Be Attached *	application/pdf	1-25000 Kb	Select file	Upload
The Original Copies Of Lease Deed In Case The Land Taken On Lease Basis From Landowner For The Minimum Period Of Thirty Year And Rent Deed In Case Building And Playground Taken On Rent Basis For The Minimum Period Of Five Years To Be Attested By Executive Magistrate *	application/pdf	1-25000 Kb	Select file	Upload
Detail Of Building Available With The Society (showing All The Classrooms/library /laboratory/principal Room/staff Room Etc. (copy Be Attached) *	application/pdf	1-25000 Kb	Select file	Upload
Map Of Building Drawn And Attested By At Least A Diploma Holder In Civil Engineering (showing All The Classrooms/library/laboratory/principal Room/ Staff Room Etc.) (blueprint Copy Be Attached) *	application/pdf	1-25000 Kb	Select file	Upload
Detail Of Playground With Copy Of Rent Agreement From The Landowner Showing Khasra No. And Dimensions Of Playground Not Less Than 50×30mtr. (original Copy Be Attached) *	application/pdf	1-25000 Kb	Select file	Upload
Detail In R/o Availability Of The Facility Of Drinking Water And Electricity Bill/ Certificate From Concerned Department. *	application/pdf	1-25000 Kb	Select file	Upload
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 *	application/pdf	1-25000 Kb	Select file	Upload





# Department of Elementary Education



Detail Of Staff Along With Their Designation, Educational And Professional Qualifications (Iet Compulsory) And The Pay Scale / Salary Paid By The School Management Along With Photocopy Of Salary Register According To Concerned Board *	application/pdf	1-25000 Kb	Select file	Upload
Photographs Of The Locallion/infrastructure Of The School *	application/pdf	1-25000 Kb	Select file	Upload
Proposed Fee Structure Along With Breakup Of Annual Charges Be Attached *	application/pdf	1-25000 Kb	Select file	Upload
The Vouchers (not Bill Alone) Of Laboratory Equipments, Library Books, Furniture And Other Facilities Being Provided By The School Management 1.stock Entry Certificate 2. Specified Voucher Recommendation By The Account Officer 3. Section Officer 4. Pass Order By Head Of The Institution *	application/pdf	1-25000 Kb	Select file	Upload
Affidavit In Favour Of Education Department 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. The Affidavit Will Have To Be Got Attested By Executive Magistrate/ Any Competent Authority (original Be Attached). *	application/pdf	1-25000 Kb	Select file	Upload
Non Encroachment Certificate Of Land Showing Khasra No. Name Of Landowner And School Issued By The Revenue Authority *	application/pdf	1-25000 Kb	Select file	Upload
Attached Copy Of Noc / Permission Of Previous Classes Issued By The Department Of Elementary Education (from 1st To 8th Classes) For 9th To 12th Classes And Higher Education (from 9th To 10th& 9th To 12th Classes) For 11th To 12th Other Streams. *	application/pdf	1-25000 Kb	Select file	Upload
Copy Of Fire Safety Certificate Issued By Chief Fire Officer Shimla *	application/pdf	1-25000 Kb	Select file	Upload
School Building Safety Certificate Issued By Hppwd Department *	application/pdf	1-25000 Kb	Select file	Upload
Society/management Will Ensure That Where 20 Or More Employees Are Employed Provident Funds Facility Is To Be Provided (attached Affidavil In Original) *	application/pdf	1-25000 Kb	Select file	Upload
The Society/ Trust Will Submit An Affidavit Dully Attested By 1st Class Magistrate Of Area Clearly Stating That There Are No Biddles/ Cigarettes, Gutkna And Other Tobacco Products Shops And Liquor Shops Within The 100 Meters Radius Of The Schools / Institution As Per Section (5) Of The Colpa Act 2003. *	application/pdf	1-25000 Kb	Select file	Upload
The Society/ Trust Will Submit An Affidavit Dully Attested By 1st Class Magistrate That They Will Adopts A Zero-tolerance Policy Mandatorily In The School In Respect Of The Staff Using Liquor Or Any Other Narcotic Drug Or Tobacco Products Or Psychotropic Substance, During School Hours. *	application/pdf	1-25000 Kb	Select file	Upload
Certificate Of Chartered Accountant In R/o The Financial Position Of The Society. *	application/pdf	1-25000 Kb	Select file	Upload

## 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

CONTACT REGISTER

E-CHALLAN - A GATEWAY TO GOVERNMENT PAYMENT

eChallan - Search Your Challan

FROM DATE: [ ] TO DATE: [ ]

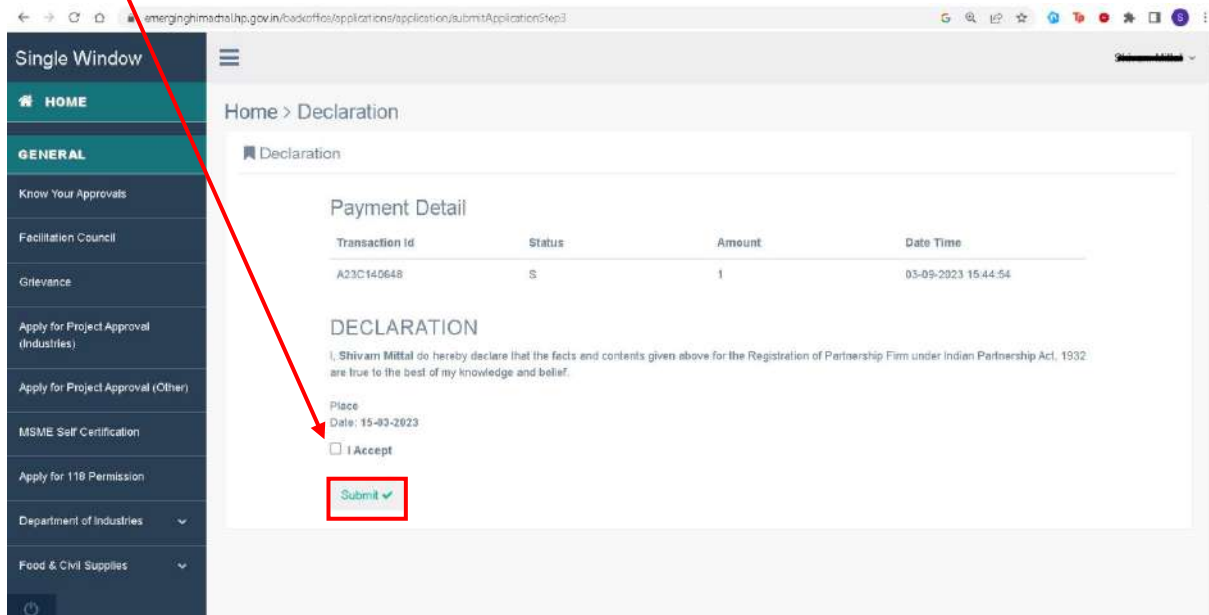
HIMGRN /Bank CIN /Tender By: [ ] TYPE:  e-banking  Manually

[SEARCH CHALLAN](#)

HIMGRN / CIN	Status	Tender By	Payment of (Service)	Amount	Date	Verfy	Print
TEST1234 / TEST1234	Successfully completed 09-03-2023 15:47:54	Hij *IN FAVOUR OF (CT000-017)- REGISTRAR (PRYEDU) SHIMLA	.RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT #47605 *EDU:3209054747605	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 116 Permission

Department of Industries

Food & Civil Supplies

Home > Declaration

Declaration

Payment Detail

Transaction id	Status	Amount	Date Time
A23C140648	S	1	03-09-2023 15:44:54

DECLARATION

I, Shivam Mittal 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

Submit ✓