



## Department of Elementary Education



# USER MANUAL

## Registration of Schools under Rights to Education Department of Elementary Education

Home page URL

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

GOVERNMENT OF HIMACHAL



## Department of Elementary Education



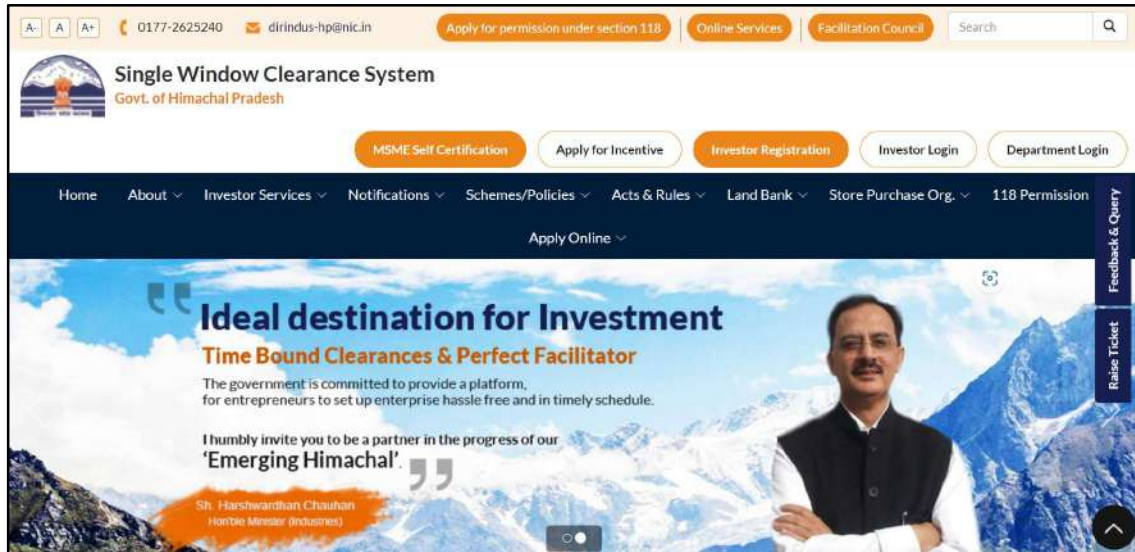
### Contents

<b>Online Submission of Application .....</b>	<b>3</b>
<b>Payment Details.....</b>	<b>8</b>



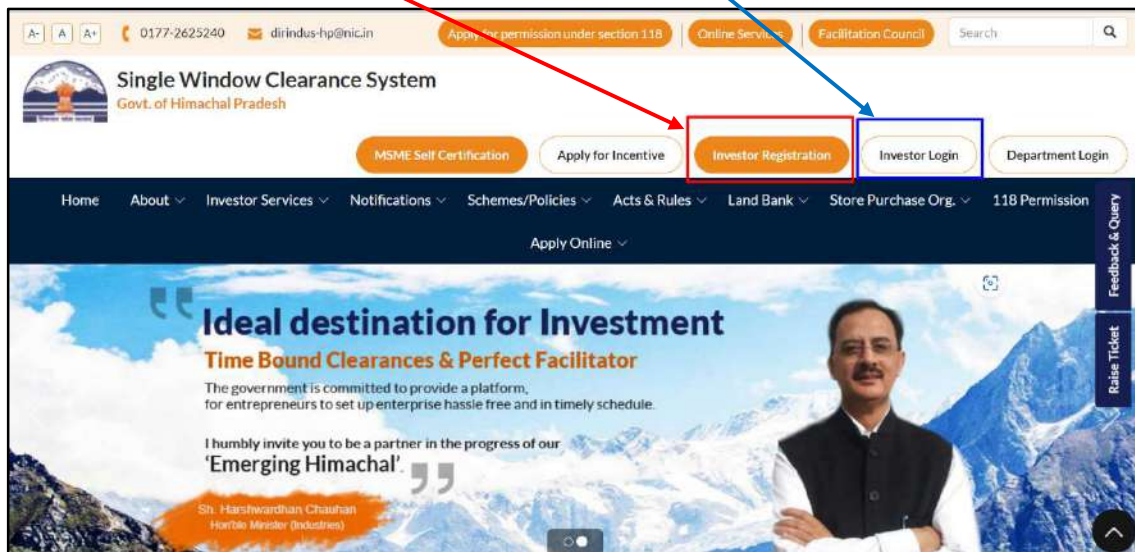
## Online Submission of Application

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 \***

**Letumj** [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 Elementary Education” tab on the left column as highlighted. User has to click on the highlighted tab to proceed:

Sl. No.	Service Name	Agency	Status
28504	Online Electricity Connection	HPSEBL	Not
28514	Online Electricity Connection	HPSEBL	Not
28520	Obtaining Electricity Connection	HPSEBL	P
28521	Online Electricity Connection	HPSEBL	Not
28528	Online Electricity Connection	HPSEBL	Not

Showing 1 to 10 of 15 entries





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

GENERAL

Know Your Approval

Facilities Control

Reference

Apply for Prasad Approval (Others)

Apply for Prasad Approval (Other)

MDE Self Certification

Apply for 108 Permission

Department of Industries

Food & Civil Supplies

Agriculture

Department of Elementary Education

Department of Higher Education

Health Department

Water Tower (RPH)

Apply for Industrial Plot

OTHER APPROVALS

Includes/Excludes Other

### Details of Authorized Coordinator/Person

Age *	<input type="text"/>	Name *	<input type="text"/>
Corresponding Address *	<input type="text"/>	Pin Code *	<input type="text"/>
Email *	<input type="text"/>	Mobile *	<input type="text"/>

### School details

Name of school *	Academic Session *	School Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>
District name *	Block *	Taluk name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Village/ty name *	Pin Code *	Phone No *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of village/ty	Enter pin code	Contact number
Pin number	Email address if any	Nearest police station
School No number	Email address	Nearest police station

### General Information

Name of trust/society/managing committee *	Year of establishment *	Whether trust/society/managing committee is registered? *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Period up to which registration of trust/society/managing committee is valid		
<input type="text"/>		

### Name and official address of the manager/president/chairman of the school

Designation *	Address *	Office contact No. *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential contact No. *	Name of manager/president/ chairman of the school *	
<input type="text"/>	<input type="text"/>	

### Nature and area of school

Medium of instruction *	Type of School (Specify entry & exit classes) *	If aided, the name of agency	If aided, percentage of aid
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School recognized/affiliated earlier *	Authority name *	Recognition number *	Total area of school (sqr Sq m) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Built in area of school (sqr Sq m) *	Does the 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? *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Enrolment status

Class	Number of section	Number of student
1	<input type="text"/>	<input type="text"/>
<a href="#" style="background-color: #2c4e64; color: white; padding: 5px 10px; border-radius: 5px;">+ Add More</a>		

### Infrastructure details and sanitary conditions

Area	Number	Average size in(Sq. mt)
Classroom *	Total number of classrooms	Average size in(Sq. mt)
Office room-cum store room-cum headmaster room *	Total number of rooms	Average size in(Sq. mt)
Kitchens-cum-store *	Number of kitchen-cum-store	Average size in(Sq. mt)
Whether all facilities have barrier free access? *	<input type="text"/>	
Facility of books in library (no. of books) *	No. of Books in library	
Periodical /Newspapers *	<input type="text"/>	
Type of drinking water facility *	Type of drinking water facility	
Number of drinking water facility *	Total number of drinking water facility	



Type of V.C. & Unrais * Type of V.C. & Unrais			
Number of unrais/ventories separately for boy * Number of unrais/ventories separately for boy	Average size in(Sq. mt)		
Number of unrais/ventories separately for girls * Number of unrais/ventories separately for girls	Average size in(Sq. mt)		

### Headmaster details

Headmaster name * Name of the headmaster	Father/Spouse Name * Name of father/Spouse	Date of birth * 2023-03-9	Academic qualification * Academic qualification
Professional qualification * Professional qualification	Teaching experience * Teaching experience in year(s) (0)	Class assigned * Classes assigned(ame of subjects)	Appointment date * 2023-03-9
Trained or Untrained * Please Select	Whether pupils of the school are required to take any board exam upto class VII ? * Please Select		

**Submit**

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.

### Registration of schools under Right to Education

**1**

Step 1

Application Form

**2**

Step 2

Checklist

**3**

Step 3

Payment

**4**

Step 4

Declaration

### Checklist

🔒 Registration of schools under Right to Education -Step 2

### Upload Documents

Document Type	File Type	Document Size	Document Status	Action
Registration Certificate Of Society *	application/pdf	1-25000 Kb	Select file	Upload
Resolution For Updation Of Society By Competitive Authority If Any *	application/pdf	1-25000 Kb	Select file	Upload



# Department of Elementary Education



Land Record (latima/parcha) *	application/pdf	1-25000 Kb	Select file	Upload
Rent Deed/agreement Or Own Building Certificate *	application/pdf	1-25000 Kb	Select file	Upload
Building Safety Certificate From Pwd *	application/pdf	1-25000 Kb	Select file	Upload
Fire Safety Certificate From Fire Department *	application/pdf	1-25000 Kb	Select file	Upload
Fee And Funds 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
Ca Report Last Year *	application/pdf	1-25000 Kb	Select file	Upload
Total Number Of Rooms Along With Playground Details *	application/pdf	1-25000 Kb	Select file	Upload
Availibility Of Toilet Facility The School (separate For Boys And Girls) *	application/pdf	1-25000 Kb	Select file	Upload
Non Encroachment Certificate *	application/pdf	1-25000 Kb	Select file	Upload

© 2017 Directorate of Industries





## 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  
 Treasurer, Accounts and Lotteries, Finance Department, GoHP

Challan - Search Your Challan

FROM DATE: [ ] TO DATE: [ ]  
 IBMGRN /Bank CIN /Tender By: [ ] TYPE:  Banking  Manually  
[SEARCH CHALLAN](#)

IBMGRN_CIN	State	Tender by	Payment of (Service)	Amount	Date	View	Print
TEST1234 TEST1234	Successfully completed	(JH) *IN FAVOUR OF (CT000-017) REGISTRAR (PRXEDU) SHIMLA	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT #47685 *EDU3269854747685	5000	09-03-2023 15:44:54		

Disclaimer: Content on this website is published and managed by Department of Treasuries, Accounts and Lotteries, Himachal Pradesh, Shimla. For any query regarding this website, please contact the **Web Information Manager: Ms Sheetal Tanwar**, [shw-cy3-8q\[at\]nic\[dot\]in](mailto:shw-cy3-8q[at]nic[dot]in). Contents of this website are informative only and for benefit of the public. However, these do not confer any legal right or obligation. Website designed by National Informatics Center.



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 119 Permission

Department of Industries

Food & Civil Supplies

Home > Declaration

Declaration

Payment Detail

Transaction Id	Status	Amount	Date Time
A23C140548	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

Accept

Submit ✓