



Department of Elementary Education



USER MANUAL

Renewal 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

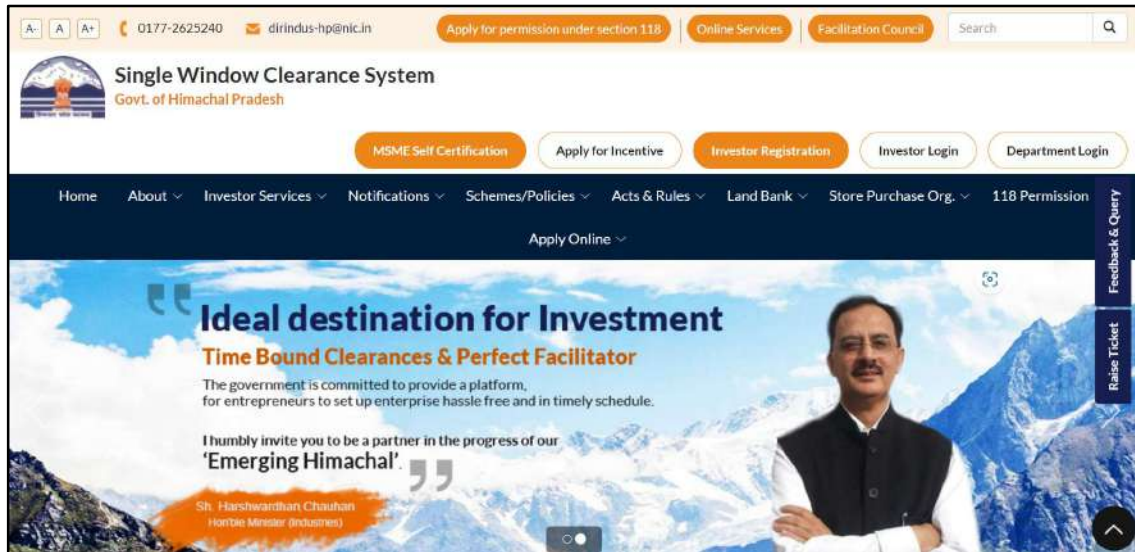
Online Submission Of Application.....3

Payment Details.....9



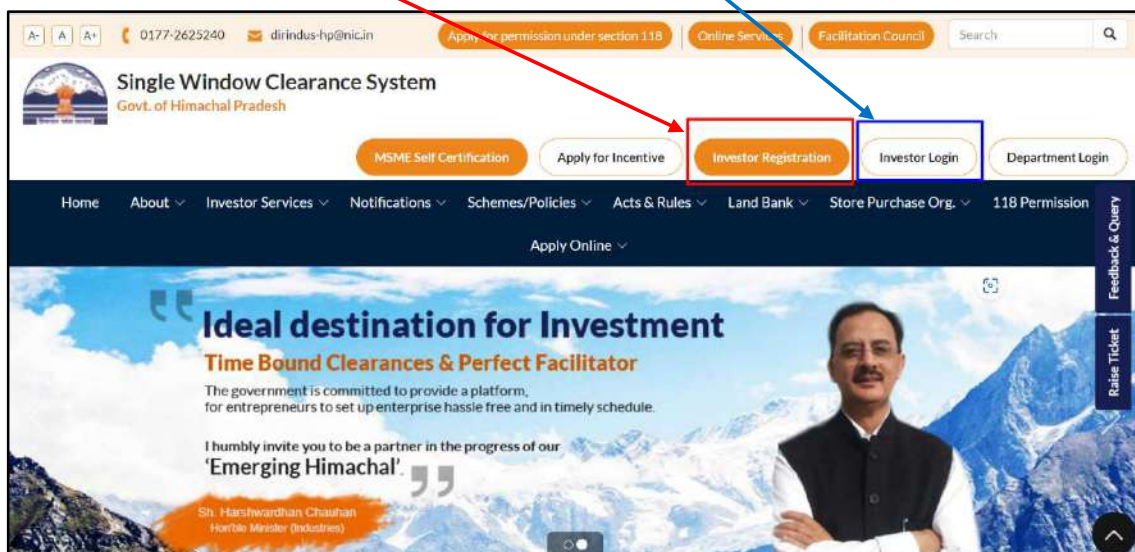
Online Submission of Application

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 * <input type="text" value="Valid Email ID"/>	Mobile Number * <input type="text" value="Mobile Number"/>
Choose Password * <input type="password" value="Password"/>	Re-Type Password * <input type="password" value="Re-type Password"/>

Personal Information

First Name * <input type="text" value="First Name"/>	Last Name * <input type="text" value="Last Name"/>
Address * <input type="text" value="Address"/>	

Letungj [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 * <input type="text" value="IUID/EmailID"/>
Password * <input type="password" value="Password..."/>

puzbpj [Get a new code](#)

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

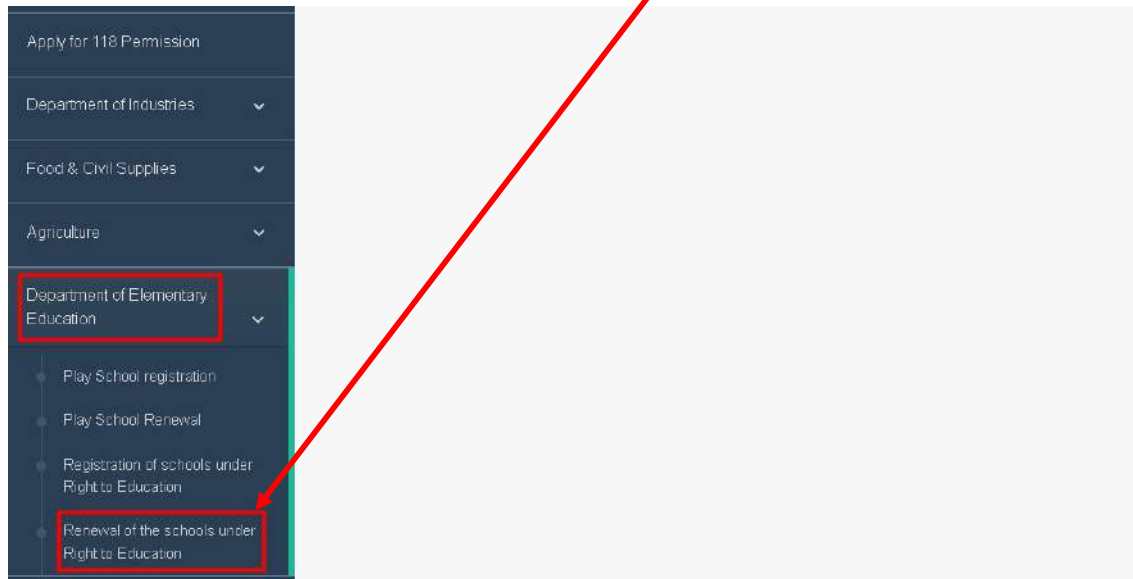
(Letters are not case-sensitive)

Forgot Password? [Resend Activation Mail](#)

LOGIN



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





Department of Elementary Education



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" value="School Name"/>	<input type="text"/>	<input type="text" value="Name of agency"/>	<input type="text" value="Percentage of aid"/>
School recognized/affiliated earlier *	Authority name *	Recognition number *	Total area of school (net-Sq m) *
<input type="text" value="Please Select"/>	<input type="text" value="Authority name"/>	<input type="text" value="Recognition number"/>	<input type="text" value="Total area of school (Sq. m.)"/>
Built in area of school (net-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" value="Total built in area of school (Sq. m.)"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	

Enrolment status

Class	Number of section	Number of student
1	<input type="text" value="Number of Section"/>	<input type="text" value="No of Student"/>

[+ Add More](#)

Infrastructure details and sanitary conditions

Area	Number	Average size in(Sq. mt)
Classroom *	<input type="text" value="Total number of classrooms"/>	<input type="text" value="Average size in(Sq. mt)"/>
Office room-cum-store room-cum-headmaster room *	<input type="text" value="Total number of rooms"/>	<input type="text" value="Average size in(Sq. mt)"/>
Kitchen cum-store *	<input type="text" value="Number of kitchen-cum-store"/>	<input type="text" value="Average size in(Sq. mt)"/>
Whether all facilities have barrier free access? *	<input type="text" value="Please Select"/>	
Facility of books in library (no. of books) *	<input type="text" value="No. of Books in library"/>	
Periodical / Newspapers *	<input type="text" value="Please Select"/>	
Type of drinking water facility *	<input type="text" value="Type of drinking water facility"/>	
Number of drinking water facility *	<input type="text" value="Total number of drinking water facility"/>	
Type of W.C. & Urinals *	<input type="text" value="Type of W.C. & Urinals"/>	
Number of urinals/toiletries separately for boy *	<input type="text" value="Number of urinals/toiletries separately for boy"/>	<input type="text" value="Average size in(Sq. mt)"/>
Number of urinals/toiletries separately for girls *	<input type="text" value="Number of urinals/toiletries separately for girls"/>	<input type="text" value="Average size in(Sq. mt)"/>

Headmaster details

Headmaster name *	Father/Spouse Name *	Date of birth *	Academic qualification *
<input type="text" value="Name of the headmaster"/>	<input type="text" value="Name of father/Spouse"/>	<input type="text" value="2023-03-9"/>	<input type="text" value="Academic qualification"/>
Professional qualification *	Teaching experience *	Class assigned *	Appointment date *
<input type="text" value="Professional qualification"/>	<input type="text" value="Teaching experience in year(0r 1. 2)"/>	<input type="text" value="Classes assigned(Name of subjects)"/>	<input type="text" value="2023-03-9"/>
Trained or Untrained *	Whether pupils of the school are required to take any board exam upto class VIII ? *		
<input type="text" value="Please Select"/>	<input type="text" value="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.

HOME

GENERAL

Know Your Approvals

Facilities Council

Grievance

Apply for Project Approval (Industries)

Apply for Project Approval (Other)

NGME Self Certification

Apply for HII Permission

Department of Industries

Food & Civil Supplies

Agriculture

Department of Elementary Education

Department of Higher Education

Health Department

Mobile Tower (RoH)

Apply for Industrial Plot

OTHER APPROVALS

Update Project Status

Department of Higher Education

Health Department

Mobile Tower (RoH)

Apply for Industrial Plot

OTHER APPROVALS

Update Project Status

Geological Piling

test

Boilers & Act Regulation

Partnership Firm

Labour


IPCEEL

Electrical Inspectorate

PWD

Fire

Renewal of the schools under Right to Education



Checklist

Renewal of the 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
Land Record (Jain/parichay) *	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
Fire And Fights 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 Restructure *	application/pdf	1-25000 kb	Select file	Upload
Road Safety Signs, Like Buses Maintenance, Drivers Detail Etc. *	application/pdf	1-25000 kb	Select file	Upload
Fire Safety Certificate From Fire Department *	application/pdf	1-25000 kb	Select file	Upload
Fire And Fights 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 Restructure *	application/pdf	1-25000 kb	Select file	Upload
Road Safety Signs, Like Buses Maintenance, Drivers Detail Etc. *	application/pdf	1-25000 kb	Select file	Upload
Cx Report Last Year *	application/pdf	1-25000 kb	Select file	Upload
Total Number Of Floors Along With Playground Details *	application/pdf	1-25000 kb	Select file	Upload
Availability Of Toilet Facility The School (separate For Boys And Girls) *	application/pdf	1-25000 kb	Select file	Upload
Non Enrolment Certificate *	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]	₹ 500	2023-03-14 10:44:20
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

E-CHALLAN - A GATEWAY TO GOVERNANCE

eChallan - Search Your Challan

FROM DATE: [REDACTED] TO DATE: [REDACTED]
 HIMGRN /Bank CIN /TenderBy: [REDACTED] TYPE: Banking Manually

[SEARCH CHALLAN](#)

HIMGRN	CIN	Status	TenderBy	Payment of (Service)	Amount	Date	View	Detail
TEST123	TBST123	Successfully completed 07-03-2023 14:40:31	hadhha *IN FAVOUR OF (CT000-017)- REGISTRAR (PRGEEDU) SHIMLA	RECEIPT ON ACCOUNT OF INSPECTION FEE FROM PRIVATE INSTITUTION MANAGEMENT #47878 *EDU.1234567890	500	07-03-2023 14:38:31		

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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.

The screenshot shows a web browser window with the URL `emerginghimadthalhp.gov.in/backoffice/aspirations/application/submit/ApplicationStep1`. The page title is "Home > Declaration". On the left is a sidebar menu with options like "HOME", "GENERAL", "Know Your Approvals", "Facilitation Council", "Grievance", "Apply for Project Approval (Industries)", "Apply for Project Approval (Other)", "MSME Self Certification", "Apply for 11B Permission", "Department of Industries", and "Food & Civil Supplies". The main content area is titled "Declaration" and contains a "Payment Detail" table with one entry: Transaction Id: A23C140648, Status: S, Amount: 1, Date Time: 03-09-2023 15:44:54. Below the table is a "DECLARATION" section with the text: "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." Underneath, it shows "Place" and "Date: 15-03-2023". There is an unchecked checkbox labeled "I Accept" and a "Submit" button with a green checkmark, which is highlighted with a red box. A red arrow points from the top left towards the "I Accept" checkbox.