

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS  
ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION  
WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**

(In accordance with **School Safety Policy, 2016** issued by the NDMA, **Manual on Safety and Security of  
Children in Schools** developed by NCPCR and the **National Building Code**)

**PART-A**

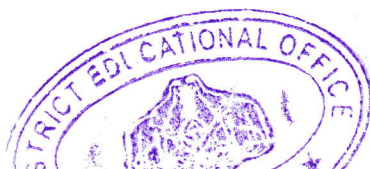
(This part is to be filled-up by the school and to be produced before the District Education Officer along with  
all supporting documents and certificates in original)

**GENERAL INFORMATION**

1	Affiliation Number allotted by CBSE to the school:	930544 (Encl.1)
2	Name of the School as per affiliation letter of CBSE:	MANNAM MEMORIAL RESIDENTIAL PUBLIC SCHOOL
3	Address of the School:	VALATHUNGAL KOLLAM
4	Standard/level/class up to which the school is running:	<b>LKG TO XII</b>
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	SAME (Encl.2)
6	U-DISE code allotted to the school:	32130600522
7	Name and address of the Trust/Society/Company(undersection-8) running the School as on date	MANNAM MEMORIAL CHARITABLE SOCIETY(Encl. 3)
8	Is the Trust/Society/Company duly registered with the competent registering authority and the registration is valid as on date?	<b>YES</b>
9	Purpose of present application:	<b>EXTENSION OF AFFILIATION</b>
10	Location of school	In the municipal limits of city having population less than 15 Lakhs
11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	NO
12	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	NA
13	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	NO

**INFORMATION REGARDING LAND DETAILS AND OWNERSHIP**

*Kals*  
(Signature of Principal)

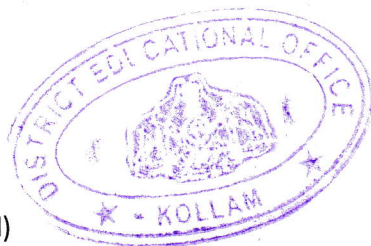


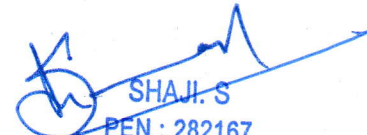
*SHAJI. S*  
(Signature of D.E.O.)  
PEN: 282187  
DISTRICT EDUCATIONAL OFFICER

APPENDIX-III


14	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES
15	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES
16	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	9315 SQ.M. (Encl.4)
17	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Sale deed
18	Name of the Owner/Lessee of the land in respect of point-16 above:	Mr.Raveendranathan Nair S/o Krishna Pillai, Mr.Ramachandran Nair S/o Velu Pillai , and Mr.M P Sasidharan S/o Madhavan Pillai, the President, Secretery and Vice Chairman of Mannam Memmorial Charitable Society .Q-444 ,Eravipuram, Kollam
19	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	NA
20	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	NO
INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES
21(a)	If yes the date of last inspection:	20-03.2024 (Encl.5)
22	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES
22(a)	If yes the date of last inspection:	16-03-2024 (Encl.6)
23	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES
23(a)	If yes the date of last inspection:	20-03-2024 (Encl.7)
INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES


  
(Signature of Principal)



  
SHAJI.S  
PEN : 282167  
(Signature of D.E.O.)  
DISTRICT EDUCATIONAL OFFICER  
KOLLAM

25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES
27	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES

  
 Signature with Stamp (of School Manager)  
**MANAGER**  
**MANNAM MEMORIAL**  
**RESIDENTIAL PUBLIC SCHOOL**  
**VALATHUNGAL P.O., KOLLAM -11**  
**KERALA**

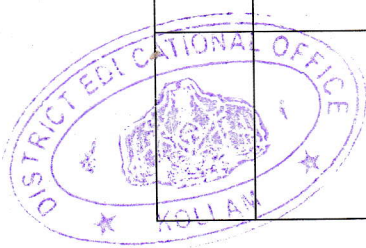
  
 Signature with Stamp (of School Principal)  
**PRINCIPAL**  
**Mannam Memorial Residential**  
**Public School**  
**Valathungal P.O. Kollam-11**  
**Kerala State**

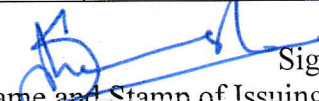
**PART-B**  
 (This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)

File No..... B1/562/2024 ..... Date of Issuance..... 16/4/24

1 This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.

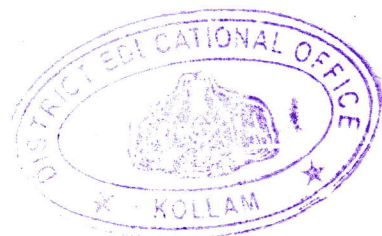
2 Is the school recommended for extension/upgradation of affiliation? YES/NO extension/upgradation

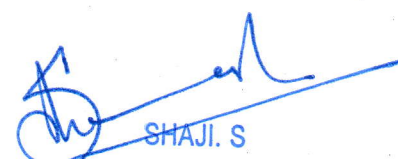


  
 Signature (Name and Stamp of Issuing DEO)  
**DISTRICT EDUCATION OFFICER/NAME OF DISTRICT**



  
 (Signature of Principal)



  
**SHAJI. S**  
**PEN : 282167**  
 (Signature of D.E.O.)  
**DISTRICT EDUCATIONAL OFFICER**  
**KOLLAM**