

**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:	
2	Name of the School as per affiliation letter of CBSE:	<b>OUR LADY SCHOOL OF EXCELLENCE</b>
3	Address of the School:	<b>NO. 955, T.H. ROAD, THIRUVOTTIYUR, CHENNAI – 600 019</b>
4	Standard/level/class up to which the school is running:	<b>From LKG – VIII</b>
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	<b>YES</b>
6	U-DISE code allotted to the school:	<b>NIL</b>
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	<b>THIRUVOTTIYUR AUXILIUM SOCIETY</b>
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>SECONDARY AFFILIATION</b>
10	Location of school	<b>THIRUVOTTIYUR CORPORATION CHENNAI CITY</b>

*Sy. Antheel R.*  
**Principal**

*Our Lady School of Excellence*  
No. 955, Thiruvottiyur High Road,  
Thiruvottiyur, Chennai-600 019.

11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	YES
12	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	R.C. NO. 003666/G1-S4/2021 Dt. 13.09.2021
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
13	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES
14	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES
15	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	71000 Sq. Ft / 6596.11 Sq.Mt
16	The land is in the possession of the school/ Trust/Society/Company legally by way of:	LEASE DEED
17	Name of the Owner/Lessee of the land in respect of point-16 above:	CORRESPONDENT
18	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:	28.03.2018 to 23.03.2048 30 YEARS
19	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	NO
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>		
20	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES
20(a)	If yes the date of last inspection:	05.02.2021
21	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
21(a)	If yes the date of last inspection:	17.03.2021
22	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

*Sr. A. Theel. S.*

**Principal**

Our Signature of Excellence  
No. 955, Thiruvottiyur High Road,  
Thiruvottiyur, Chennai-600 019.

*Sr. A. Theel. S.*  
முதல்மைக் கல்வி அலுவலர்  
(Signature of C.L.O.)  
தருவார் மாவட்டம்.  
04/10/21

22(a)	If yes the date of last inspection:	02.12.2020
<b>INFORMATION REGARDING THE STAFF</b>		
23	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES
24	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
25	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
26	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES
<p><i>H. Langouet</i> Signature with Stamp <b>Correspondent</b> (of School Management) Our Lady School of Excellence No. 955, Thiruvottiyur High Road, Thiruvottiyur, Chennai-600 019.</p>		<p><i>S. Arul. S.</i> Signature with Stamp <b>Principal</b> (of School Management) Our Lady School of Excellence No. 955, Thiruvottiyur High Road, Thiruvottiyur, Chennai-600 019.</p>
<b>PART-B</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. <u>R.C 3584/BA/2021</u>		Date of Issuance. <u>4-10-2021</u>
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 SECONDARY AFFILIATION
<p><i>S. Arul. S.</i> Signature (Name and Stamp of Issuing CEO) <b>CHIEF EDUCATION OFFICER / NAME OF DISTRICT</b></p>		

*S. Arul. S.*  
**Principal**  
(Signature of Principal)  
Our Lady School of Excellence  
No. 955, Thiruvottiyur High Road,  
Thiruvottiyur, Chennai-600 019.

*S. Arul. S.*  
Signature  
(Signature of C.E.O.)  
முதன்மைக் கல்வி அலுவலர்  
நிருவாகர் மாவட்டம். 9/10/21