APPENDIX-III

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:	930616
2	Name of the School as per affiliation letter of CBSE:	SACRED HEART CMI PUBLIC SCHOOL
3	Address of the School:	Pandit Karuppan Road, Thevara, Kochi, Ernakulam, Kerala – 682013
4	Standard/level/class up to which the school is running:	Pre-KG to Class XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES
6	U-DISE code allotted to the school:	32080303329
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	SACRED HEART CMI PUBLIC SCHOOL TRUST Thevara, Kochi, Ernakulam, Kerala
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES
9	Purpose of present application:	Extension
10	Location of school	In the municipal limits

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) THRIKKAKARA CIVIL STATION COCHIN - 30 ERNAKULAM

(Signature of Principal)
Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

Manager
Sacred Heart CMI Public School
Thevara, Kochi-682013

SACRED HEART CMI PUBLIC SCHOOL THEVARA, KOCHI Aff. No: 930616 THEVARA,KOCHI-682013

(Signature of D.E.O.)
Deputy Director (Education)
Ernakulam

11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8th?	
12	Number of Recognition Certificate from class-1 to 8th and date of issue:	
13	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	NO
INFORMATION REGARDING LAND DETAILS AND OWNERSHIP		
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 14 and 15 above on which the school is situated:	9145 SQ.M.
17	The land is in the possession of the school/ Trust/Society/Company legally by way of:	Lease deed
18	Name of the Owner/Lessee of the land in respect of point-17 above:	SACRED HEART MONASTERY
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:	2005 TO 2035 30 YEARS
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:	29/05/2026
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:	08/05/2026
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

Manager
Sacred Heart CMI Public School
Thevara, Kochi-682013

(Signature of Principal)
Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

SACRED HEART CMI PUBLIC SCHOOL ★ THEVARA, KOCHI-682013 ★ Aff. No: 930616

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) ★ ERNAKULAM ★ THRIKKAKKARA CIVIL STATION COCHIN - 30

(Signature of D.E.O.)
Deputy Director (Education)
Ernakulam

APPENDIX-III

23(a)	If yes the date of last inspection:	23/05/2026
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
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
SACRED HEART C. M. I. PUBLIC SCHOOL
THEVARA, COCHIN -13

Signature
(of School Principal)

Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

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..... Date of Issuance.....

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
Deputy Director (Education)
Ernakulam
(Name and Stamp of Issuing DEO)
DISTRICT EDUCATION OFFICER/NAME OF DISTRICT

OFFICE OF THE DEPUTY DIRECTOR (EDUCATION) ★ ERNAKULAM ★
THRIKKAKARA
CIVIL STATION
COCHIN - 30

Counter Signature

Deputy Director (Education)
Ernakulam
(Name, Designation and Stamp)
DISTRICT COLLECTOR/DEPUTY COMMISSIONER
(or his authorised representative*)
NAME OF DISTRICT
(*Not Below the rank of a Group-A Gazetted Officer)

Manager
Sacred Heart CMI Public School
Thevara, Kochi-682013

(Signature of Principal)
Mr.ABHIJITH.N.A
Principal
Sacred Heart CMI Public School
Thevara,Kochi - 682 013

SACRED HEART CMI PUBLIC SCHOOL, THEVARA, KOCHI ★ Aff. No: 930616 ★ THEVARA,KOCHI-682013

(Signature of D.E.O.)

Deputy Director (Education)
Ernakulam

SELF - CERTIFICATION PROFORMA

Category of application : Extension of Affiliation	
I (i) ABHIJITH N. A (Principal) of the school SACRED HEART CMI PUBLIC SCHOOL certify that :	
1	The following uploaded documents are genuine and valid
*	No Objection Certificate No.: NA
*	Trust/Society/Company Registration No.: 123/IV/SRO/EKM/2004
*	Trust/Society/Company Registration Issuing Authority : SUB REGISTRAR
*	Date of Application for Recognition: 26/09/2026
*	Fire Safety Certificate No.: FRS/EKMC/12156/2026
*	Fire Safety Certificate Issuing Authority : GOVERNMENT OF KERALA
*	Fire Safety Certificate Expiry Date: 07/05/2031
*	Building Safety Certificate No.: OC/18796/2026
*	Building Safety Certificate Issuing Authority (Not below the rank of Asstt. Engineer in PWD) : GOVERNMENT OF KERALA
*	Building Safety Certificate Expiry Date: 28/09/2036
*	Land Certificate No: 1054/26
*	Land Certificate Issuing Authority: Equivalent Land Authority
*	Land Certificate is in name of School/Society/Trust/Company duly signed by authorized signatory
*	Water and Sanitation Certificate No.: 2090830-2026
*	Water and Sanitation Issuing Authority: MUNICIPALITY
*	Date of Issue of Water and Sanitation Certificate: 23/05/2026
2.	That mandatory disclosure has been displayed on the school's website and it's link has been filled in the Part A of the application
3.	That as per norms sufficient numbers of room/s and well equipped Laboratories for Physics, Chemistry,Biology are for available for senior secondary classes.
4.	That we have uploaded/submitted all the self-attested documents/ information on the School's Web-Portal and link in the application and the same are true and genuine.
5.	Submission of wrong system Generated DEO Certificate / Self-undertaking Certificate or deliberate misrepresentation or fraud may result in summarily rejection of Application.
6.	Submission of fraudulent/deliberate misrepresentation/fraud undertaking with intent to obtain affiliation through wrongful means may also lead to penal action against Principal, Manager and authorized signatory of Society.
Name and Signature(s) :	
Principal Mr. ABHIJITH.N.A Principal Sacred Heart CMI Public School Thevara,Kochi - 682 013 Date : 26/09/2026	Authorized signatory of Trust/Society/Company MANAGER SACRED HEART C. M. I. PUBLIC SCHOOL THEVARA, COCHIN-13 Place : ERNAKULAM, KERALA	Manager/ Authorised Signatory MANAGER SACRED HEART C. M. I. PUBLIC SCHOOL THEVARA, COCHIN-13

This document is to be digitally signed by the Secretary of the Society/ Trust/ Company.