

From

Director General
Women & Child Development Department
Panchkula, Haryana

To

All District Programme Officers
in state of Haryana

Memo No. ^{SPL/}1029 (05) wcd/System Analyst/2020 dated 27/11/2020

Subject: Mandate for "Recognition for Private Play Schools".

The following instructions will supersede the earlier instructions for recognition of private play schools in state of Haryana with immediate effect and need to be followed strictly.

1. The System for Online Application for recognition of Private Play School has been developed on SARAL Portal for achieving the objectives of Ease of Doing Business(EoDB).
2. All applications for "Recognition for Private Play Schools" with necessary documents will be submitted online on Saral Portal (<https://saralharyana.gov.in>). Facility has been provided for uploading the mandatory and optional documents on the portal by the applicant. The applicants can also track their applications on the Saral portal.
3. Recognition would be granted by the Competent Authority on basis of the number of seats applied for. Henceforth, Joint Director, Women and Child Development Department (JDWCD) will be the competent authority for grant of recognition .
4. The service would be under RTS with overall Time limit of 45 days, having following breakups:-
 - 7 Days to District Programme Officer (DPO) & District Child Protection Officer (DCPO) for Scrutiny of application.
 - 18 Days to Women and Child Development Project Officer (WCDPO) to get the site of Private Play School inspected in coordination with the inspection committee and upload the inspection report duly signed by the members of Inspection committee.
 - 5 Days to DPO for forwarding the application, inspection report and her recommendation to JDWCD for recognition to Private Play School .
 - 15 Days to JDWCD for consideration and grant of recognition to Private Play School.
5. **Roles and Responsibilities:**
 - i) JDWCD will be competent authority for grant of recognition to Private Play Schools by considering / overriding the recommendations of DPO/ District Inspection committee.

- ii) DGWCD will be the First Appellate Authority. DGWCD will also monitor the flow of applications under various levels and issue alerts on finding the pace to be slow w.r.t breakups of RTS timelines through online Dashboard.
- iii) ACSWCD will be the Second Appellate Authority. ACSWCD will also monitor the flow of applications stuck at various levels through Dashboard and issue alerts on finding slow pace of movement of applications w.r.t breakups of RTS timelines.
- iv) DPO will be the Nodal Officer and overall responsible for conducting following tasks:-
- Scrutiny of Application with the help of DCPO and sending the application to WCDPO for inspection.
 - Forward application and Inspection Report received from WCDPO along with her recommendations to the JDWCD for consideration and grant of recognition to Private Play School.
 - Sending back application to the applicant for correction of errors (If any), found on scrutiny.
- v) DCPO will be responsible for conducting following tasks:-
- Scrutiny of the application form and enclosures.
- vi) WCDPO will be responsible for following tasks:-
- Getting the inspection completed by the Inspection Committee for inspection of Private Play Schools.
 - Upload the inspection report duly signed by the members of Inspection Committee after completion of inspection within the time-limit.
- vii) Inspection Committee will comprise of WCDPO, BEEO and DCPO. The Inspection Committee will make inspection visit to the site of Private Play School and check all the parameters listed in the checklist with physical availability.

7. The Following should be adhered – with strictly:-

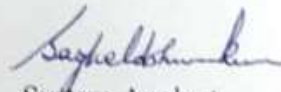
- All necessary documents will be submitted online. No Hard copy of application is required except online application.
- No Physical / Hard copy of any of the document will be demanded by DPO/WCDPO/District Inspection Committee except for verification of the documents at the time of inspection.
- The application should be dealt as per timeline at each level.
- The applicant is not required to visit the office of any committee members except at the time of inspection/site visit.

8. The Process Flow along with timeline is as Under :-

- a) **Submission of Application** :-The application will be addressed to the Joint Director, WCD and will be submitted on web portal of Saral.
- b) **Scrutiny of Application (7 Days)** :-DPO will receive application from the applicant and get the application scrutinised by the DCPO. Then, the DPO will forward it to the concerned WCDPO for inspection. If any error is found in

application on scrutiny, the application will be sent back to the applicant for necessary corrections.

- c) **Inspection of Private Play school (18 Days)** :-WCDPO will coordinate with other members of Inspection committee and the committee will physically check the items/infrastructure/teachers etc as per check list and application submitted by the applicant. After inspection, committee will prepare the inspection report based on site inspection and physical verification. Then the signed inspection report along with recommendations will be submitted online to the DPO by the WCDPO.
- d) **Forwarding of Application to Competent Authority for recognition (5 Days)** : District Programme Officer will forward the application along with inspection report and her recommendation to the Joint Director WCD for consideration for grant of recognition.
- e) **Grant of Recognition Certificate (15 Days)** :- On receipt of application with recommendation from DPO, the Joint Director will take appropriate decision for grant of recognition to Private Play School.
9. Currently there is no application fee. The fee will be fixed later on.
10. Applicant can download the recognition certificate online from his/her login Id
11. Application form, checklist and all other forms required for recognition of Private Play School are available on website: <https://wedhry.gov.in>
12. Whole process will be completed as per timeline and there is no need to visit any of the office for recognition of Private Play school.



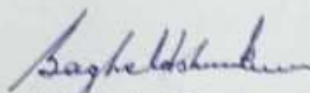
System Analyst

For Additional Chief Secretary, to Government of Haryana
Women and Child Development Department
Panchkula, Haryana

Endst. No. 1052-1384 wcd/system analyst/2020 dated 27/11/2020

A copy is forwarded to following for information and necessary action:-

1. Director Industries & Commerce
2. Joint Director (Admin)
3. Deputy Director I,III
4. All District Child Protection Officers.
5. All District Education Officers.
6. All Block Elementary Education Officers.
7. All Women and Child Project Officers.
8. PS/ACS for Kind information of W/ACSWCD Please.
9. PS/DGWCD FOR Kind information of W/DGWCD Please.



System Analyst

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