

Women and Child Development Department

User Manual

Recognition for Private Play Schools.

Version – 2.0

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General Instructions

Who shall apply for Recognition for Private Play School :

Any individual or association of individuals or firm or NGO or society registered under Societies Registration Act, 1860 or under the relevant laws of the State; trust registered under the Indian Trusts Act, 1882 or under the relevant laws of the State; or company registered under the Companies Act, 1956 or under the relevant laws of the State; which are running Private Play School or desiring to establish Private Play School in Haryana shall apply for recognition.

Fees: Currently there is no fees.

List of Documents required:

1. Registration certificate of Society/Trust/ NGO /Individual/Association of Individuals /Company
 - Registry(Sale Deed)/ Pattinama(Lease Deed)/Rent deed of Land
 - Sizra of Land
 - Ownership proof of Land.
 - Proposed Site Plan of building (Map of building)
 - DTP NOC & CLU or NOC from MC/Local
 - Proposed report of Chartered Accountant(C.A.) on the financial position of society
 - Copy of resolution (in case applicant is a Society/Trust/ NGO /Association of Individuals /Company)
 - Building Safety certificate
 - Fire safety certificate
 - Hygiene certificate
 - Affidavit

Time line :

The service would be under RTS with overall Time limit of 45 days, with 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 by the inspection committee and upload the inspection report duly signed by the members of Inspection Committee.
- 5 Days to District Programme Officer for forwarding the application, inspection report and her recommendation to the Joint Director WCD for recognition of Private Play School.
- 15 Days to Joint Director WCD for consideration and grant of recognition to Private Play School.

Competent Authority and Appellate Authorities:

2. Joint Director WCD will be the Competent Authority to grant recognition.
3. First Appellate Authority will be Director General WCD .
4. Second Appellate Authority will be Additional Chief Secretary to Government of Haryana, WCD

Appeal :

The management of the play school is entitled to make an appeal against the order of the Competent Authority. The appeal shall be made by the Play school within one month from the date of receipt of the order of competent authority. If there is a delay in submitting the

appeal within the stipulated time, a petition for condonation of delay may be filed giving valid reason for the delay and it is the discretion of the appellate authority to condone the delay, if considered necessary. The Appellate Authority shall decide the appeal on merits and pass orders within three months from the date of receipt of the appeal.

Roles and Responsibilities:-

- i) **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.
 - Sending back application to the applicant for correction of errors (if any), found on scrutiny.
 - Forwarding application and Inspection Report along with her recommendations to the Joint Director WCD for consideration and grant of recognition.
- ii) **DCPO** will be responsible for conducting following tasks:-
- Scrutiny of the application form and enclosures.
- iii) **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.
- iv) **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.

Procedure for Applying for Recognition of Private Play School:

The management of every private play school in existence and of every private play school proposed to be established shall submit an application on saralharyana.gov.in addressed to the Joint Director, Women and Child Development Department (Competent Authority) for grant of recognition to run such institution or to establish such institution. Application must be in the prescribed form as annexed with this user manual.

Admission of Children :

The minimum age of children for admission in the Play school shall be 3 years .The Play school shall admit 20 children in a class. Admission in excess of 20 children in a class is prohibited. No child shall be subjected to any admission test, written or oral for granting admission to the Play school. The number of seats shall be allotted as per the infrastructure of the Play school. If the management of the Play school intends to enhance the number of existing seats, it shall apply to the competent authority for the enhancement of the seats.

Ban on Corporal Punishment :

There should be a complete ban on any corporal punishment. If any corporal punishment is imposed on a child, penal action shall be initiated against the management by the local authority.

Norms for Private Playschool

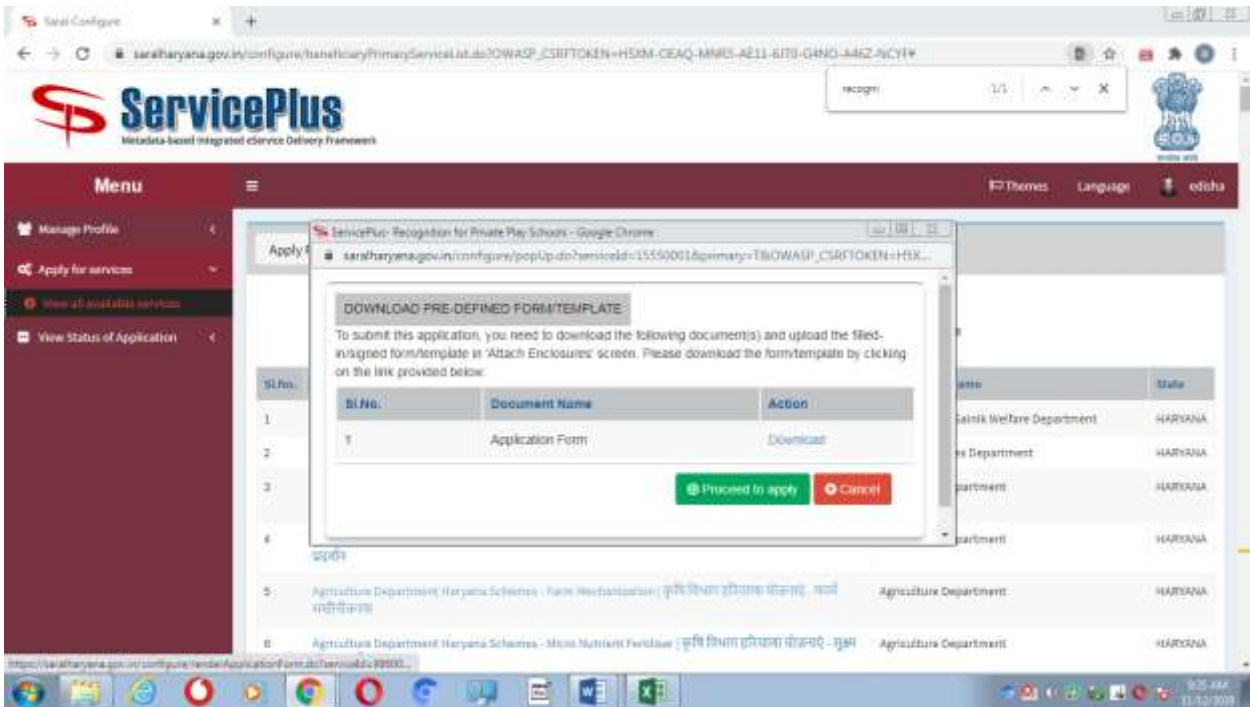
Sno	Item	Requirement
1	Land	Minimum 0.2 Acre land for Opening New Play School. Where a play school is established before implementation of these guidelines, it shall take steps to fulfil the norms and standards within 6 months .
2.	Building	All-weather building consisting of- (a) Minimum One classroom per teacher for 20 Children. (b) Adequate Circulation area and ventilation. (c) a separate rest room for children; (d) barrier-free access; (e) separate child-friendly and disabled-friendly toilets for boys and girls; (f) soap, clean cloth/towel, garbage bin, wash basin/sink at low level (g) potable, safe and adequate drinking water facility to all children; (h) Adequate play area; (i) CCTV surveillance (ensure security of data) (j) Fire safety measures (k) Periodic pest control
3	Staff	Number of Teachers- One teacher for 20 children (PTR 20:1) Number of caregivers- One caregiver for 20 children Adequate staff to maintain hygiene, sanitation, ensure safety, security of children in the play school
4	Minimum number of instructional hours per day	3-4 hours per day between 8:00 AM to 1:00 PM (Play school should only be used as non-residential facility functional as per the prescribed number of hours per day).
5.	Teaching Learning Aids	Shall be provided to each class in adequate number in accordance with the prescribed curriculum.
6.	Library	There shall be a library in each school having reading material appropriate for early years, educational audio-visual aids.
7	Play material, games and sports equipment	There shall be play material, games and sports equipment in adequate number.
8.	Health	Basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit. Arrangement for quarterly health check-up of children by a registered medical practitioner
9	Mandatory Enclosures	5. Registration certificate of Society/Trust/ NGO /Individual/Association of Individuals /Company • Registry(Sale Deed)/ Pattanama(Lease Deed)/Rent deed of Land • Sizra of Land • Ownership proof of Land. • Proposed Site Plan of building (Map of building) • DTP NOC & CLU or NOC from MC/Local • Proposed report of Chartered Accountant(C.A.) on the financial position of society • Copy of resolution (in case applicant is a Society/Trust/ NGO /Association of Individuals /Company) • Building Safety certificate • Fire safety certificate • Hygiene certificate • An affidavit that all the office bearers of the applicant organisation have never been convicted under POCSO Act, 2012; Juvenile Justice Act, 2015; and Child Labour (Prohibition and Regulation) Act, 1986 and Child Labour (Prohibition and Regulation) Amendment Act, 2016.
9	Records	a) Enrolment forms of children b) Admission/ enrolment register for recording profile of children and their parents including detail of both parents c) Attendance register of children and all employees. d) Maintenance of quarterly health check-up records of children e) Stock register f) Fee record of all children

How to Apply

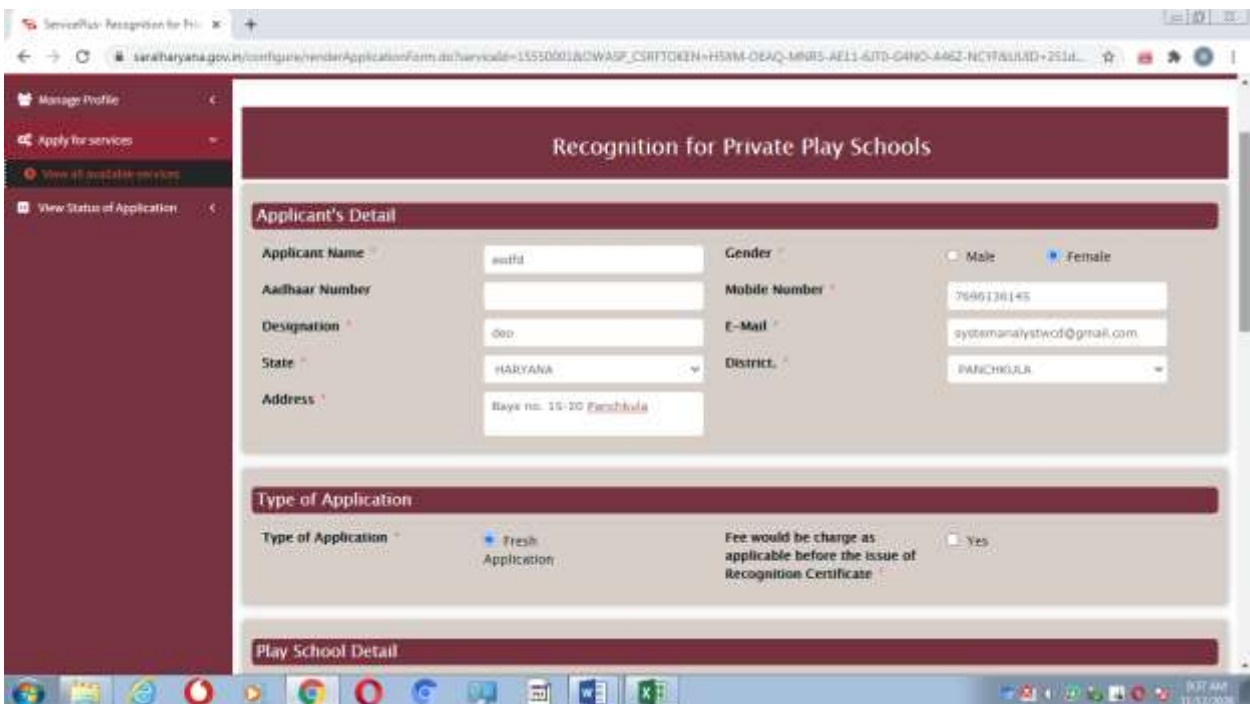
The application can be submitted online on SARAL Portal saralharyana.gov.in under the service “Recognition for Private Play School”. The Saral Portal can also be accessed from the official website of the Department wcdhry.gov.in under the link Apply through SARAL.

Please read carefully all the instructions available on the link which would be updated from time to time.

Please download the Application Form format and provide details and attach relevant photographs and Upload.



Please provide the details of applicant. The Adhar Number is not mandatory. But if you provide Aadhar Number it would be validated



through OTP on Adhar linked mobile number.

Please tick on fresh application

The screenshot shows a web browser window with the URL saraharyana.gov.in/configure/renderApplicationForm.do?serviceId=1555001&OWASP_CSRFTOKEN=H5VM-0EAQ-MNR5-AE11-6TD-04ND-A4G2-NCYFAUJID=251H.... The page is titled "ServicePlus- Recognition for Pri...".

Type of Application

Type of Application: Fresh Application

Fee would be charge as applicable before the issue of Recognition Certificate: Yes

Play School Detail

Name of Play School	<input type="text"/>	Date of First opening of Play School	<input type="text"/>
Session	<input type="text"/>	Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>	Address Line 3	<input type="text"/>
Country	Please Select	State	Please Select
District	Please Select	Postal / Zip Code	<input type="text"/>
Phone no. with STD code	<input type="text"/>	Fax No.	<input type="text"/>
E-Mail address if any	<input type="text"/>	Play School Building Type	Please Select
Nearest Police Station	<input type="text"/>	Medium of Instruction	Please Select

Please do write no. of sections and total no. of seats for which recognition is sought. In case there is increase in capacity in terms of children in take, renewal of recognition of certificate would be required. Fill the captche code and submit.

The screenshot shows the continuation of the web form. The URL is the same as in the previous screenshot.

Nearest Police Station: Medium of Instruction:

Enrollment Status

Total No. of Section: Total No. of Seats:

Word verification

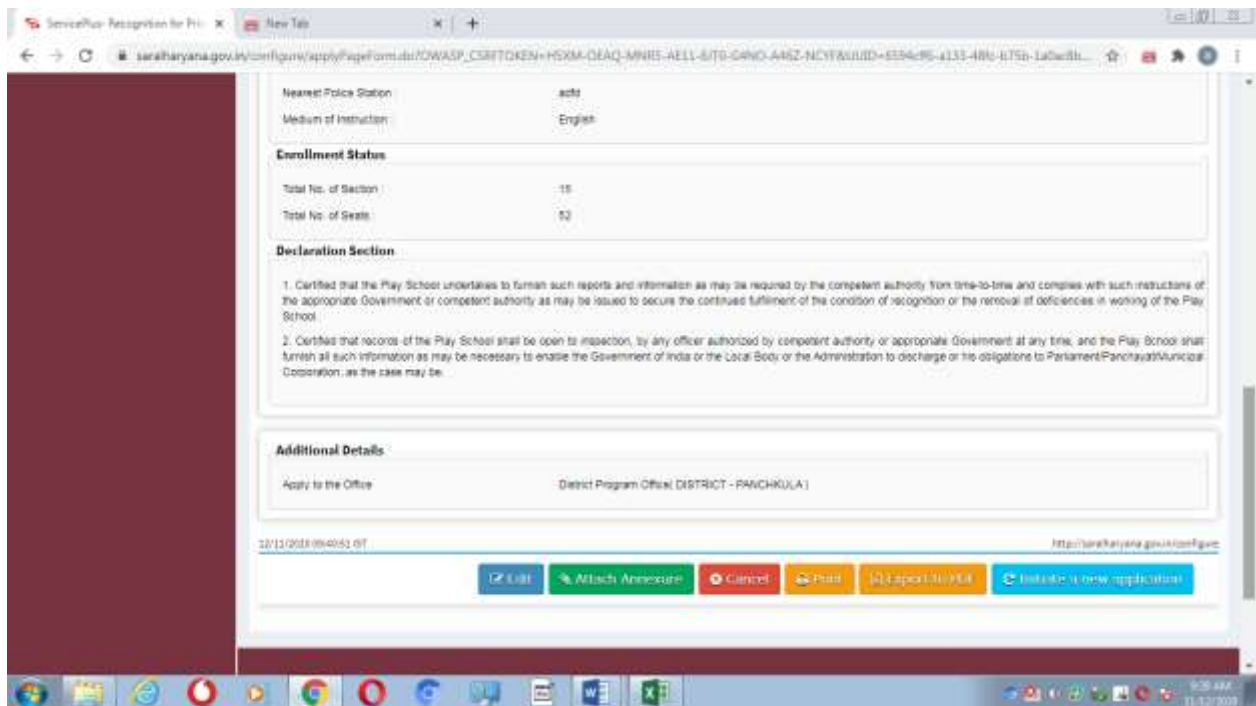
Image showing the word **jw62ka** with a green checkmark.

Please enter the characters shown above

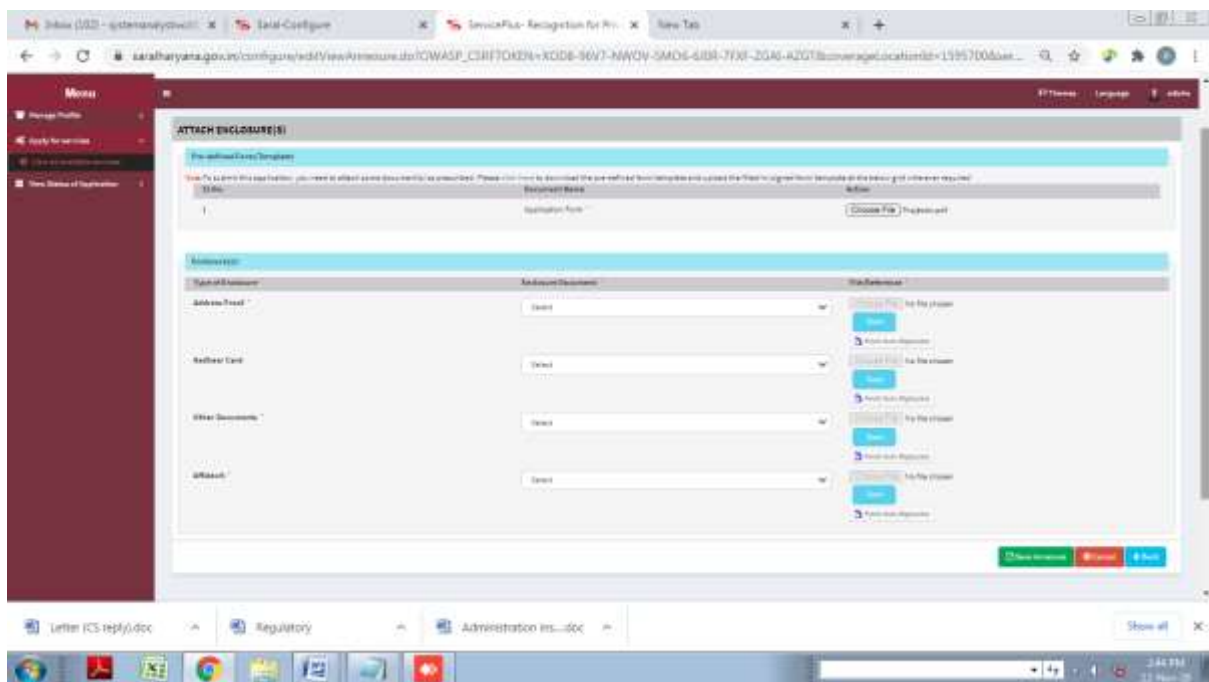
This Site is designed, hosted and maintained by National Informatics Centre

Buttons:

The detail under would be displayed on screen for verification/review.

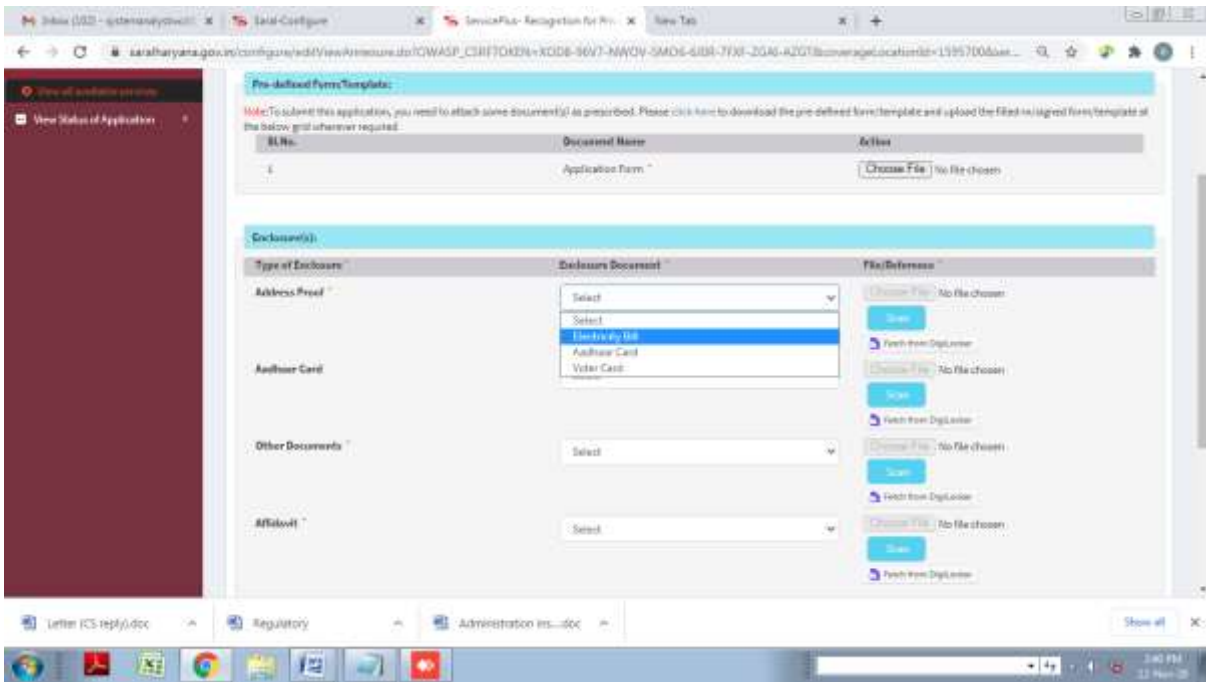


Please note that the procedure for submission is not yet over. The attachments are required. But before attachment of Annexure the data submitted can be corrected if required. Please choose attach annexure. The following screen would be displayed

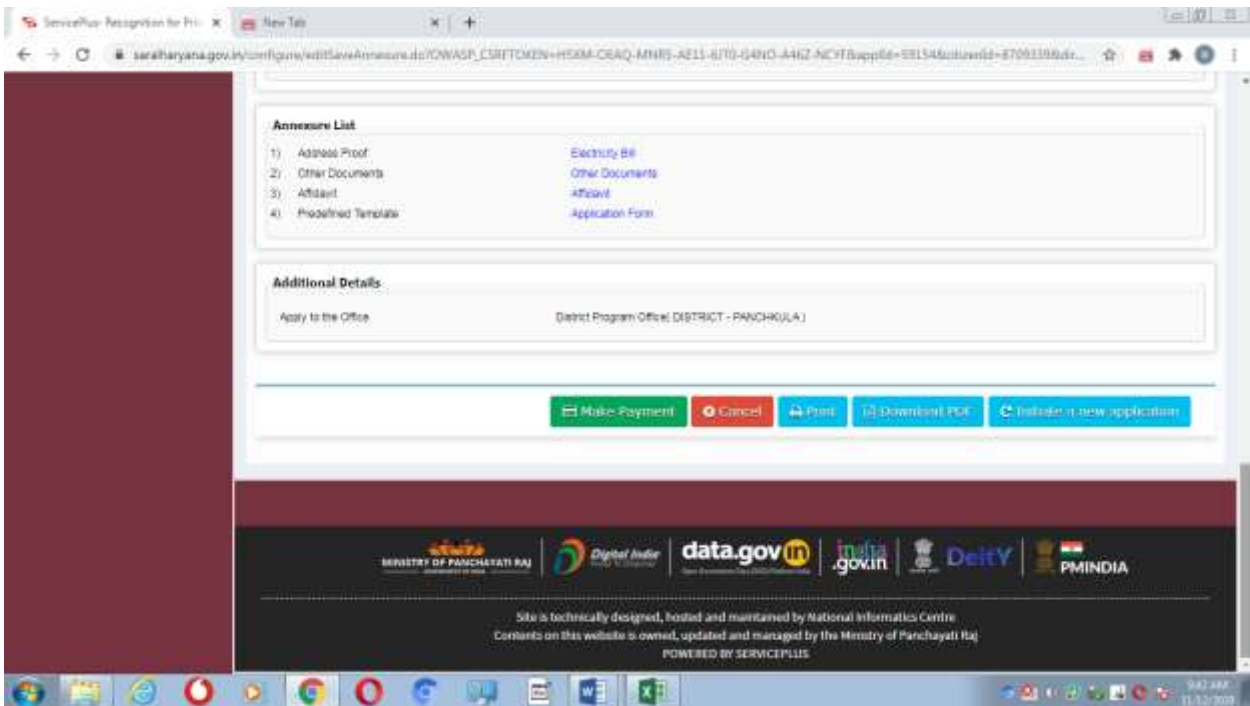


Please upload the application format duly filled having relevant photographs attached in pdf format.

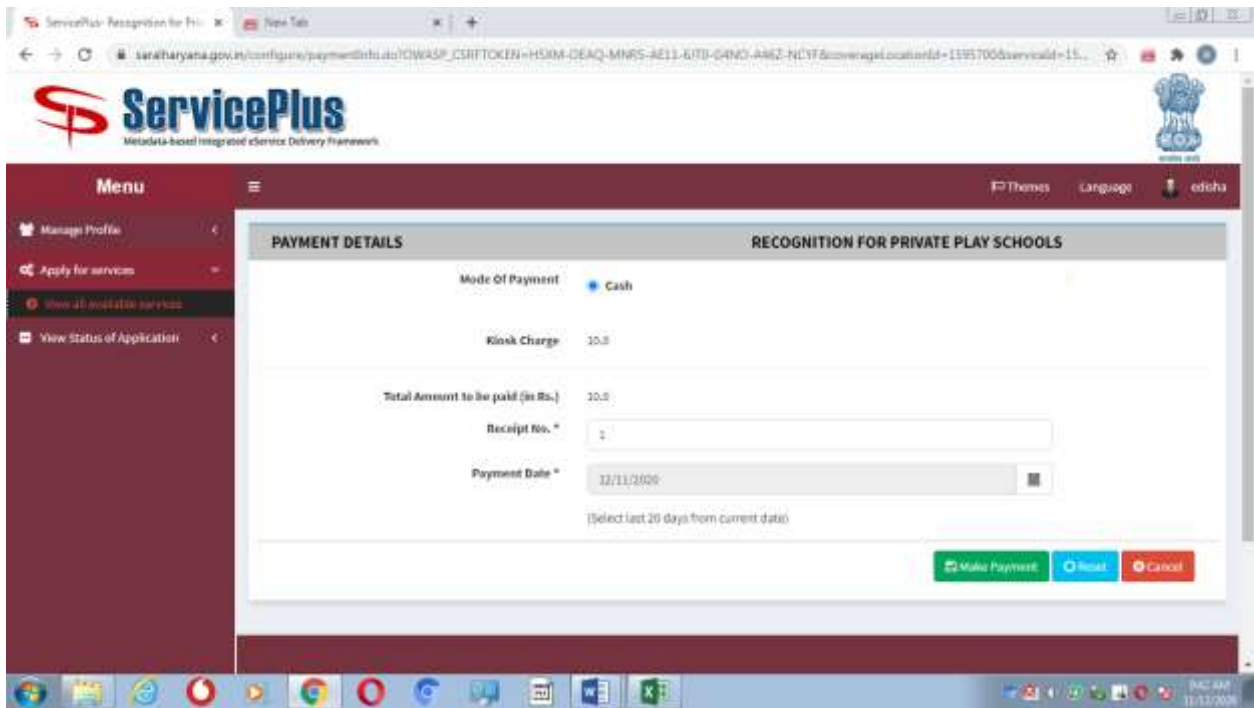
Please attach electricity bill of play school as address proof and all other certificates/document in single pdf file in the same order as listed on the first page of this user manual.



The following screen would be displayed. Click on make payment

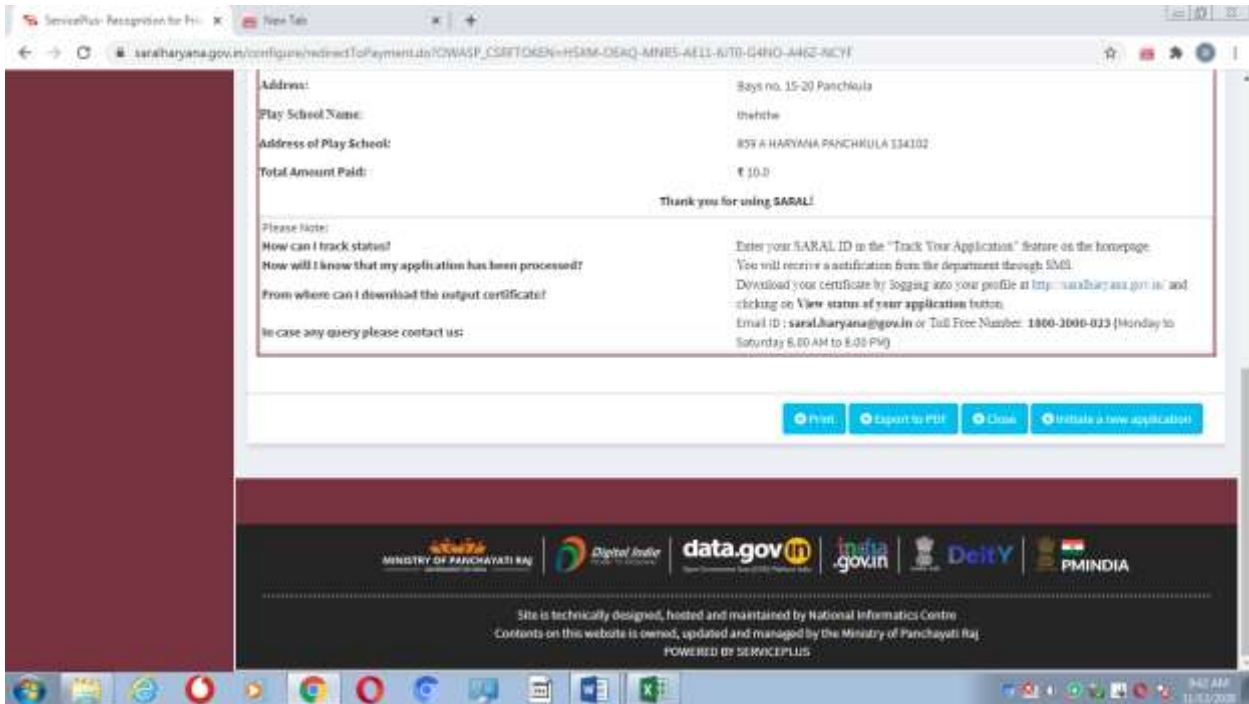


The following screen displayed in case it is applied through CSC or Saral Antyodaya Centre



The acknowledgement would be generated which can be printed and saved for future reference.





At every step the Email and SMS would be sent to applicant on the mobile and email provided in the application format. Therefore, the correct mobile and email address needs to be provided to avoid to avoid inconvenience. The status can also be checked from the login from where it was applied. When recognition is granted by the competent authority , certificate would be received in the login at a link “**Submitted document**” -> “**View Submitted Application**”. The certificate can be downloaded/printed. The downloaded certificate is valid and does not require any further Stamp or signature.

FORM I

**SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF RECOGNITION FOR PRIVATE
PLAY SCHOOL**

To

The Joint Director

Women and Child Development Department
Haryana ,Panchkula

Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the _____ and an application in the prescribed proforma for the grant of recognition to (Name of the Play School).....

.....

Address

District Pin Code

Email Phone Number

With effect from the commencement of the school year

Yours faithfully,

Chairman/Manager,
Managing Committee
_____ Play School

Enclosure

Place.....

Date.....

No. of Seats Applied for..... Application for (New/Existing/Renewal) _____

Note : Recognition would be granted on the basis of infrastructure available for the number of seats applied for . Recognition would be granted for 3 years, but in case of breach in any of the conditions , the recognition may be got cancelled at any stage.

A. Details of Organization/Trust/Society							
Name of Organization/Trust/Society							
Date of Foundation							
Registration Number							
List of office bearers							
Name official address of the Chairman and Secretary of the Play School							
<table border="1" style="width:100%"> <tr><td>Name</td></tr> <tr><td>Designation</td></tr> <tr><td>Address</td></tr> <tr><td>Phone (O) (R)</td></tr> </table>				Name	Designation	Address	Phone (O) (R)
Name							
Designation							
Address							
Phone (O) (R)							
Total Income and Expenditure during last 3 Years surplus/ deficit							
Year	Income	Expenditure	Surplus/deficit				

B. Play School Details	
1.	Name of Play School
2.	Date of First Opening of Play School
3.	Session
4.	District
5.	Postal Address
6.	Tehsil
7.	Pin Code
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Please tick relevant one:- <input type="checkbox"/> Play school has its own Building. <input type="checkbox"/> Play school running in rented building.
12.	Nearest Police Station
13.	Medium of Instruction
14.	Timing _____ AM/PM to _____ AM/PM Duration of Play School in hours _____

15.	Whether the Play School buildings or other structure or the grounds are used for any other purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Total area of the Play School in Sq. ft. _____
17.	Built in area of the Play School in Sq. ft. _____

D. Enrolment Status (if already running)

	Age of child	Group	No. of Section	No. of Students
1.	3-4 years			
2.	4-5 years			
3.	5-6 years			
	Total			

E. Infrastructure Details and Sanitary Conditions (Attach photograph for each)

1. Classroom

No. of Classrooms _____ Average Size in Sq. Ft. _____

Attach Photograph of Classroom

2. Office room-cum-Store Room- cum-Headmaster Room

Size in Sq. Ft. _____

Attach Photograph of Office room-cum-Store Room- cum-Headmaster Room

3. Boundary wall or fencing

Length in Ft. _____ Height in Ft. _____

Attach Photograph of Boundary wall or fencing

4. Pantry (if any)

Size in Sq. Ft. _____

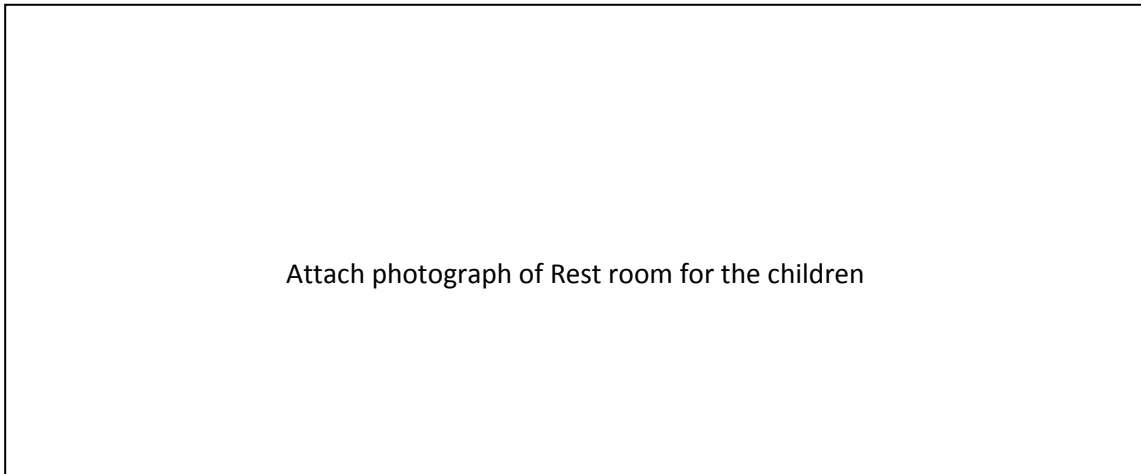
Attach photograph of Pantry

5. Play area

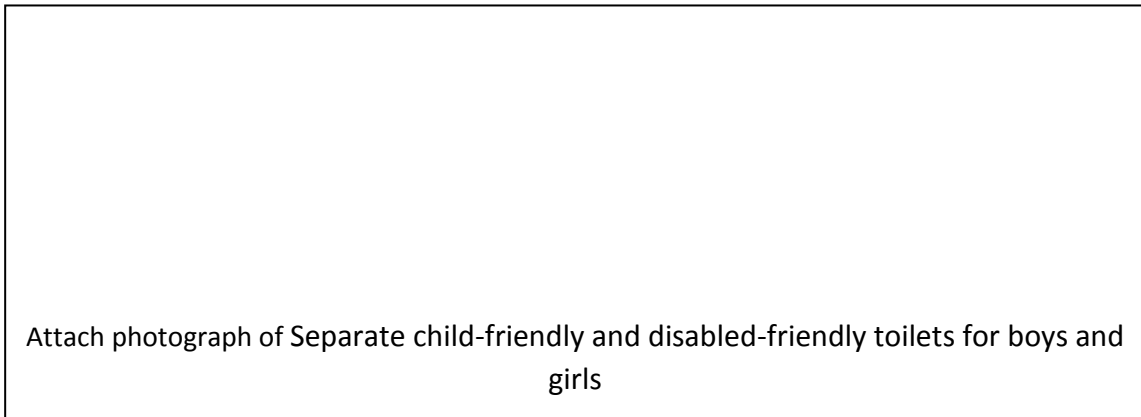
Size in Sq. Ft. _____

Attach photograph of Play Area

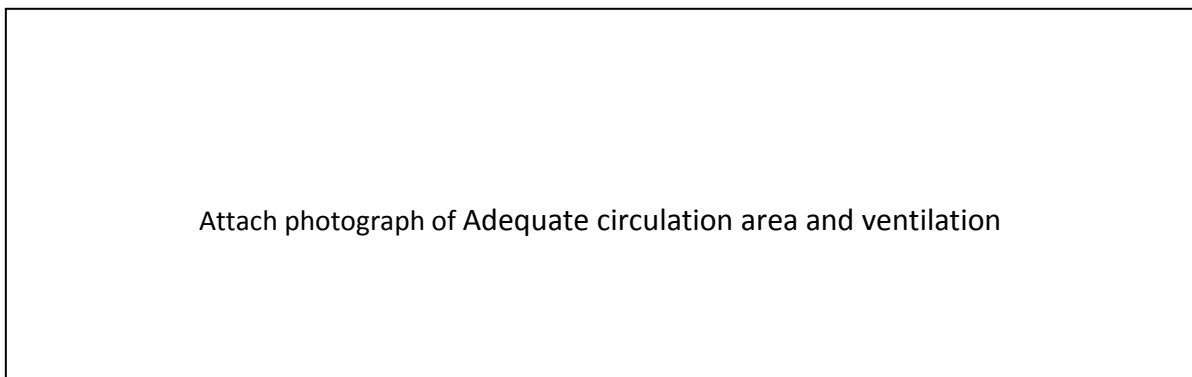
6. Rest room for the children
Size in Sq. Ft. _____



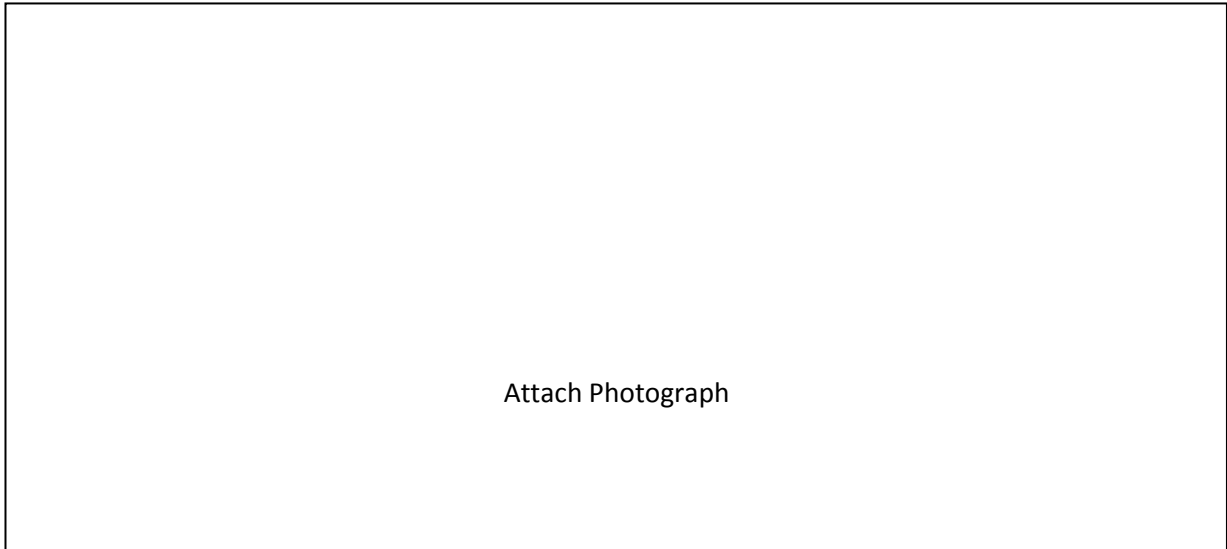
7. Separate child-friendly and disabled-friendly toilets for boys and girls
Size in Sq. Ft. _____



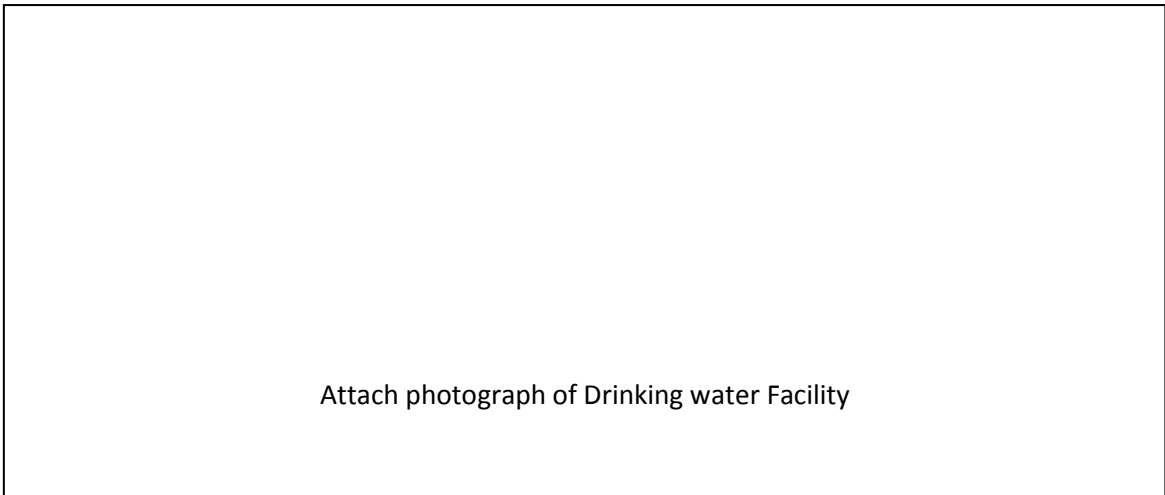
8. Adequate circulation area and ventilation



9. Soap, clean cloth/towel, garbage bin, wash basin/sink at low level
Details



10. Potable, safe and adequate drinking water facility



11. Fire safety measures



12. Periodic pest control:-

Date of last pest control _____

Details _____

13. CCTV surveillance (if any)

No. of CCTV _____

Attach Photograph of CCTV

14. First Aid kit

Attach Photograph

15. Medicine Kit (attach list)

Name of Medicine	Qty.	Remark

16. Quarterly Health Check-up of children by a registered medical practitioner

Date of Last Health Checkup (DD/MM/YYYY) _____

Attach consent or agreement

F. Other Facilities (Attach purchase receipt or bills)		Yes/No	Remarks
1.	Whether all facilities have barrier free access		
2.	Provision of Teaching Learning Aids (attach list)		
3.	Play material, games and Sports equipments (attach list)		
4.	Reading material and Audio-Visual Aids in Library (attach list)		

G. Particulars of Teaching Staff (detail for each teacher separately in a one-page resume)

1. Teacher Name _____
2. Father/Spouse Name _____
3. Date of Birth (DD/MM/YYYY) _____
4. Academic Qualification (10th , 12th , Graduate, Post Graduate and above) _____
5. Professional Qualifications (NTT, JBT, B.Ed, M.Ed., etc) _____
6. Teaching Experience in years _____
7. Class Assigned _____
8. Appointment Date (DD/MM/YYYY) _____
9. Please tick one :- Trained Untrained
10. Date of Joining (DD/MM/YYYY) _____
11. Date of Superannuation(DD/MM/YYYY) _____

1. Teacher Name _____
2. Father/Spouse Name _____
3. Date of Birth (DD/MM/YYYY) _____
4. Academic Qualification (10th , 12th , Graduate, Post Graduate and above) _____
5. Professional Qualifications (NTT, JBT, B.Ed, M.Ed., etc) _____
6. Teaching Experience in years _____
7. Class Assigned _____
8. Appointment Date (DD/MM/YYYY) _____
9. Please tick one :- Trained Untrained
10. Date of Joining (DD/MM/YYYY) _____
11. Date of Superannuation(DD/MM/YYYY) _____

1. Teacher Name _____
2. Father/Spouse Name _____
3. Date of Birth (DD/MM/YYYY) _____
4. Academic Qualification (10th , 12th , Graduate, Post Graduate and above) _____
5. Professional Qualifications (NTT, JBT, B.Ed, M.Ed., etc) _____
6. Teaching Experience in years _____
7. Class Assigned _____
8. Appointment Date (DD/MM/YYYY) _____
9. Please tick one :- Trained Untrained
10. Date of Joining (DD/MM/YYYY) _____
11. Date of Superannuation(DD/MM/YYYY) _____

Please add separate sheet of same format if required

H. Particulars of Non-Teaching Staff (detail for each employee separately)

No. of Non-Teaching staff _____

1. Name _____
2. Designation _____
3. Father/Spouse Name _____
4. Date of Birth (DD/MM/YYYY) _____
5. Academic Qualification (Below 5th, 8th, 10th, 12th, Graduate, Post Graduate and above)
6. Professional Qualifications (if any) _____
7. Experience in years _____
8. Appointment Date (DD/MM/YYYY) _____
9. Trained or Untrained _____

1. Name _____
2. Designation _____
3. Father/Spouse Name _____
4. Date of Birth (DD/MM/YYYY) _____
5. Academic Qualification (Below 5th, 8th, 10th, 12th, Graduate, Post Graduate and above)
6. Professional Qualifications (if any) _____
7. Experience in years _____
8. Appointment Date (DD/MM/YYYY) _____
9. Trained or Untrained _____

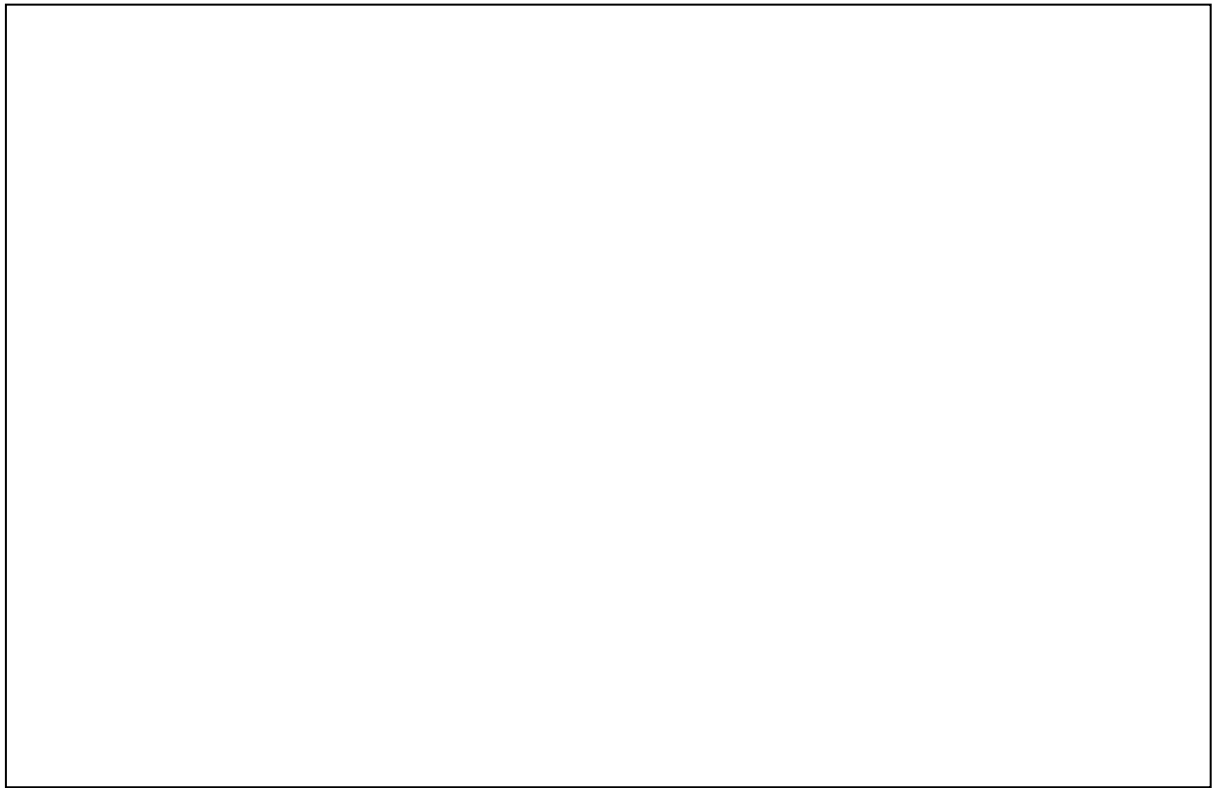
1. Name _____
2. Designation _____
3. Father/Spouse Name _____
4. Date of Birth (DD/MM/YYYY) _____
5. Academic Qualification (Below 5th, 8th, 10th, 12th, Graduate, Post Graduate and above)
6. Professional Qualifications (if any) _____
7. Experience in years _____
8. Appointment Date (DD/MM/YYYY) _____
9. Trained or Untrained _____

1. Name _____
2. Designation _____
3. Father/Spouse Name _____
4. Date of Birth (DD/MM/YYYY) _____
5. Academic Qualification (Below 5th, 8th, 10th, 12th, Graduate, Post Graduate and above)
6. Professional Qualifications (if any) _____
7. Experience in years _____
8. Appointment Date (DD/MM/YYYY) _____
9. Trained or Untrained _____

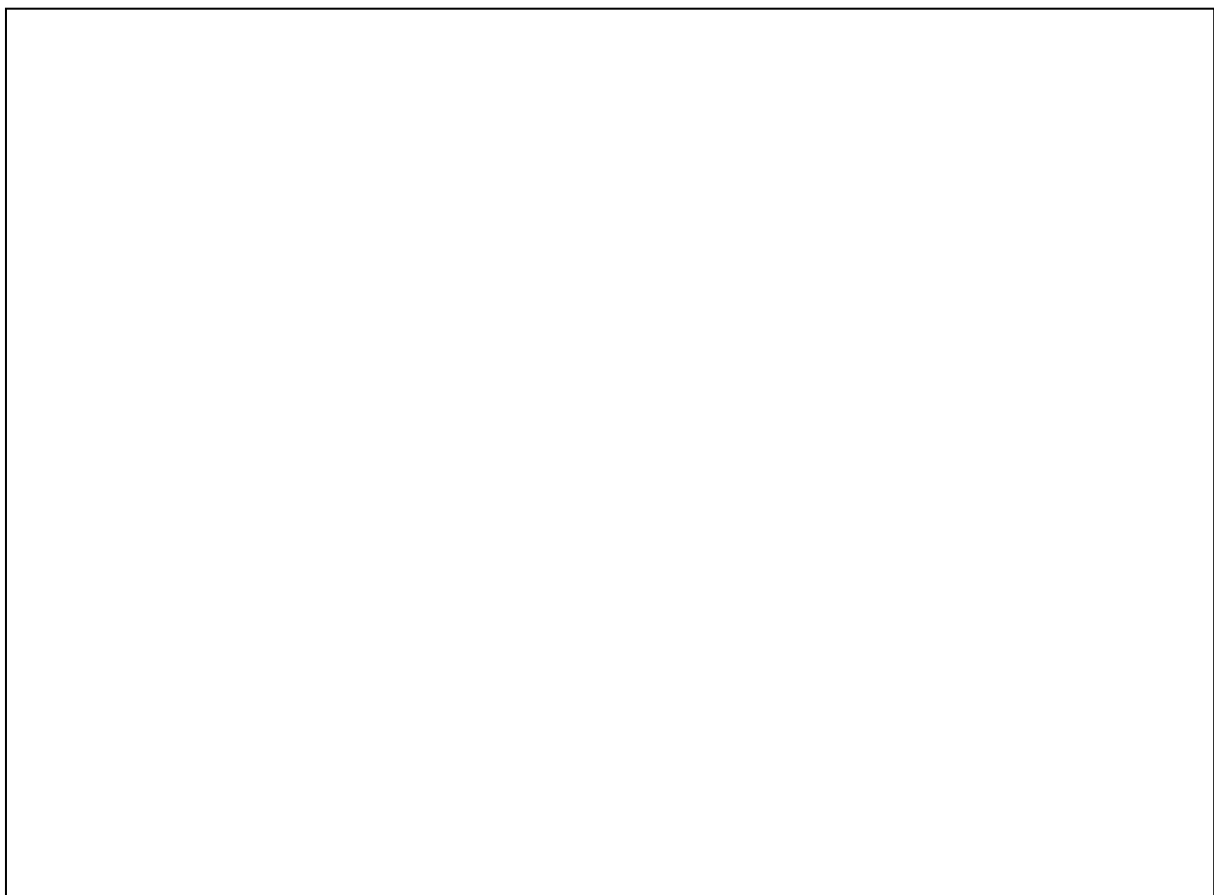
Please add separate sheet of same format if required.

I. Curriculum and Syllabus

1. Details of curriculum and syllabus followed for each level



2. System of evaluation



J. Records maintained		Yes/No	Remark (if any)
1.	Enrolment forms of children		
2.	Admission/ enrolment register for recording profile of children and their parents including detail of both parents		
3.	Attendance register of children		
4.	Attendance registers of all		
5.	Maintenance of quarterly health check-up records of children		
6.	Stock register		
7.	Fee record of all children		

K. Certified that the Play School undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the Play School.

L. Certified that records of the Play School shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Play School shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

.....

Chairman/Manager,
Managing
Committee

_____ Seal of Play School

Place.....

Date.....

FORM II
INSPECTION FORMAT FOR GRANT OF RECOGNITION OF PRIVATE
PLAY SCHOOL

1. Date of Inspection _____
2. Place of Inspection _____
3. Name of Play:School _____
4. Name of Organization running Play School: _____
5. Address (With Contact Details):

6. Name and designation of officials conducting visit

Name	Designation with Department	Mobile No

7. Details of the person from organization present during the Inspection (attachlist)
8. Any other observation by the inspecting team

9. Recommendations _____

10. All of Nom/ Standards Adhered. (Yes/No) _____

Recommended	Not Recommended
(Signature and seal of Visiting Officer)	(Signature and seal of Officials)

Details of Organization/Trust/Society			
	Name of Organization/Trust/Society		
	Date of Foundation		
	Registration Number		
	List of office bearers		
	Name official address of the Chairman and Secretary of the Play School		
	Name		
	Designation		
	Address		
	Phone(O)..... (R)		
	Total Income and Expenditure during last 3 Years surplus/ deficit		
	Year	Income	Expenditure
			Surplus/Deficit

Play School Details	
1	Name of Play School
2	Date of First Opening of Play School
3	Session
4	District
5	Postal Address
	Tehsil
7	Pin Code

8	Phone No. with STD Code
9	Fax No.
10	E-mail address if any
11	Does the Play School has its own building or is it running in a rented building?
12	Nearest Police Station
13	Medium of Instruction
14	Timing and Duration of Play School
15	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
16	Total area of the Play School
17	Built in area of the Play School

Infrastructure Details and Sanitary Conditions (Attach photograph for each)			
<i>Sr. No.</i>	<i>Area</i>	<i>Number and Average Size</i>	<i>Specification</i>
1	Classroom		
2	Office room-cum-Store Room- cum-Headmaster Room		
3	Boundary wall or fencing		
4	Pantry (if any)		
5	Play area		
6	Rest room for the children		
7	Separate child-friendly and disabled-friendly toilets for boys and girls		
8	Adequate circulation area and ventilation		
9	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		

Mandatory Checklist for Inspection

(Norms, Mandatory Enclosures, Records to be maintained)

S. No.	Particular	Requirement	Comment of Inspection Team Yes/No
1	Land	(a) Minimum 0.2 Acre land for Opening New Play School	
2.	Building	All-weather building consisting of- (a) Minimum One classroom per teacher for 20 Children. (b) Adequate Circulation area and ventilation. (c) a separate rest room for children; (d) barrier-free access; (e) separate child-friendly and disabled-friendly toilets for boys and girls; (f) soap, clean cloth/towel, garbage bin, wash basin/sink at low level (g) potable, safe and adequate drinking water facility to all children; (h) Adequate play area; (i) CCTV surveillance (ensure security of data) (j) Fire safety measures (k) Periodic pest control	
3	Staff	(a) Number of Teachers- One teacher for 20 children (PTR 20:1) (b) Number of caregivers- One caregiver for 20 children (c) Adequate staff to maintain hygiene, sanitation, ensure safety, security of children in the play school	
4.	Minimum number of instructional hours per day	(a) 3-4 hours per day between 8:00 AM to 1:00 PM (b) (Play school should only be used as non-residential facility functional as per the prescribed number of hours per day).	
5.	Teaching Learning Aids	(a) Shall be provided to each class in adequate number in accordance with the prescribed curriculum.	
6.	Library	(a) There shall be a library in each school having reading material (b) appropriate for early years, educational audio-visual aids.	
7.	Play material, games and sports equipment	(a) There shall be play material, games and sports equipment in adequate number	
8.	Health	(a) Basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit. (b) Arrangement for quarterly health check-up of children by a registered medical practitioner	
9	Mandatory Enclosures	(a) Registration certificate of Society/Trust/ NGO /Individual/Association of Individuals /Company (b) Registry(Sale Deed)/ Pattinama (Lease Deed)/Rent deed of Land (c) Sizra of Land (d) Ownership proof of Land. (e) Proposed Site Plan of building (Map of building) (f) DTP NOC & CLU or NOC from MC/Local (g) Proposed report of Chartered Accountant(C.A.) on the financial position of society (h) Copy of resolution (in case applicant is a Society/Trust/ NGO /Association of Individuals /Company) (i) Building Safety certificate (j) Fire safety certificate (k) Hygiene certificate (l) An affidavit	
10	Records	a) enrolment forms of children b) admission/ enrolment register for recording profile of children and their parents including detail of both parents c) attendance register of children d) attendance registers of all employees e) maintenance of quarterly health check-up records of children f) stock register fee record of all children	
<p>BEEO DCPO WCDPO</p>			