

केंद्रशासितप्रदेशलद्दाखकाप्रशासन
उच्च शिक्षा विभाग
सिविलसचिवालय, लद्दाख



THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH,
HIGHER EDUCATION
DEPARTMENT
CIVIL SECRETARIAT, LADAKH.

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Dated: 05.03.2026

File No: M/1661/2025-HR EDU SECTION/783-85

OFFICE MEMORANDUM

Subject: Inviting comments from stakeholders on the draft 'Guidelines for Regulating Coaching Centres in UT Ladakh'.

In pursuance of the approval granted by the Competent Authority, the draft 'Guidelines for Regulating coaching centres in UT Ladakh' is hereby uploaded on the official website of the Administration of Union Territory of Ladakh (Ladakh.nic.in) for inviting comments from the concerned stakeholders.

Accordingly, before finalizing the Policy, comments/objections, if any, are hereby invited from all concerned stakeholders within a period of 15 days from date of publication of the draft on the official website.

The comments/objections, if any, may be sent through e-mail at undersecretaryheutl@gmail.com or by post to the following address: Smt. Sumera Shafi, Under Secretary, Higher Education Department, UT Secretariat Ladakh, Leh-194101.

Encl: A/A

05/03/2026

Sumera Shafi, JKAS/ सुमेरा शफी, जे.के.ए.एस.

Under Secretary/ अवर सचिव

Higher Education Dept./उच्च शिक्षा विभाग

Copy to:

1. Joint Director, Information & Public Relations, Ladakh for circulation to give wide publicity among the stakeholders.
2. Technical Director, NIC, Ladakh with the request to upload the Draft Guidelines on the website of UT Ladakh.
3. PA to Administrative/Secretary Higher Education Department for the information of the Administrative/Secretary.

**ADMINISTRATION OF THE UNION TERRITORY OF
LADAKH DEPARTMENT OF HIGHER EDUCATION,
CIVIL SECRETARIAT, LEH.**

**DRAFT GUIDELINES FOR REGULATING COACHING
CENTRES IN UT OF LADAKH**

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1. Short title and commencement; —

- (1) The Guidelines may be called the Guidelines for Regulating Coaching Centres in UT Ladakh, 2026.
- (2) It shall extend to the whole of the Union Territory of Ladakh.
- (3) It shall come into force on such date as the Administrator may, by notification in the Official Gazette, appoint; and different dates may be appointed for different provisions of this Guidelines and any reference to the coming into force of that provision.

2. Objective

To provide guidelines for the regulation of coaching centres for better guidance and assistance to the students in any study programme, competitive examinations, or academic support.

3. Need for the Guidelines

- (i) To provide framework for registration and regulation of coaching centres.
- (ii) To suggest minimum standard requirements to run a coaching Centre.
- (iii) To safeguard the interest of students enrolled in coaching centres.
- (iv) To advise coaching centres to focus on co-curricular activities as well for holistic development of students.
- (v) To provide career guidance and psychological counseling for mental well-being of the students.

4. Definition

- (i) “Administration” means the Administration of Union Territory of Ladakh;
- (ii) “Appellate Authority” means the Administrative Secretary of the Department of Higher & School Education, Administration of Union territory of Ladakh or any officer appointed or designated by the Administration by notification from time to time;
- (iii) “Coaching” means tuition, instructions or guidance in any branch of learning imparted to **more than 50 students**;

- (iv) “Coaching Centre” includes a Centre, established, run, or administered by any person to provide coaching for any study programme or competitive examinations or academic support to students at school, college, and university level, **for more than 50 students;**
- (v) “Competent Authority” means an officer appointed/notified as Registering Authority by the UT Administration to perform the function and discharge the duties of the Registering Authority under all or any of the provisions of the Guidelines;
- (vi) “Institution” means school or any other educational institution recognized or controlled by, or affiliated to a Board, or controlled or recognized by UT Administration, an affiliated college, and associated college, a constituted college, a university or educational institution established under the act of central government or UT Administration;
- (vii) “Person” means an individual and includes a group of persons or a body corporate, or a trust, firm or society or an institution;
- (viii) “Proprietor” means an owner of a coaching Centre seeking registration or registered and includes joint owner;
- (ix) “Tutor” means a person who guides or trains students in any coaching Centre and includes tutor giving specialized tuitions.
- (x) “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State/ UT Act, and includes any such institution as may, in consultation with the University concerned, be recognized by the UGC in accordance with the regulations made in this behalf under UGC Act.
- (xi) “Registration Certificate” means registration certificate issued under the Guidelines;
- (xii) “Registered Coaching Centre” means a coaching institute registered under the Guidelines;
- (xiii) “Registration Fees” means requisite fee for the registration of coaching Centre;
- (xiv) “Registration Number” means the registration number given under the Guidelines

by the Registering Authority;

(xvi) "Guidelines" mean the Guidelines for Regulating Coaching Centres in UT of Ladakh, 2026;

(xvii) "Student" means the students enrolled in a coaching institute and;

(xviii) "Tuition Fees" means the amount taken from the enrolled students for academic support by the registered coaching Centre, namely-admission fees, course fees, examination fee etc.;

5. Registration of the Coaching Centre

(i) A person shall impart coaching or establish, run, manage or maintain a coaching Centre, only with prior registration of such coaching Centre as per the provisions of these Guidelines.

(ii) Coaching Centre existing on the date of implementation of the Guidelines shall apply for registration within a period of three months from the date of implementation of these Guidelines.

(iii) Application for the registration of a coaching centres shall be made to the competent authority within whose local jurisdiction such coaching Centre is situated, in such form, with such fees and documents as specified in the schedule to these Guidelines.

(iv) In case of coaching centres having multiple branches, each of such branch shall be treated as a separate coaching Centre and it shall be necessary to submit a separate application for registration of each branch.

(v) The competent authority shall, within three months from the date of receipt of the application for registration of coaching Centre, either grant the registration certificate in the prescribed form, or shall communicate to the applicant his order of refusal to grant such registration after recording reasons in writing for such refusal.

Provided that no order refusing the registration shall be passed except after giving to the person concerned a reasonable opportunity of hearing.

(vi) The period of validity of the registration certificate shall be decided by the UT Administration, unless cancelled earlier for any reason.

(vii) Every registered coaching centre shall apply for renewal of registration certificate to the competent authority two months before the date of expiry of such registration, in such form, with such registration fees and documents as may be specified in these Guidelines.

(viii) The competent authority may, on receipt of an application for renewal of registration in the prescribed form and on payment of the prescribed fees, shall decide on the application for renewal of registration number before the expiry of the registration period and may renew the certificate or may communicate the refusal thereof to the applicant before the expiry of the registration period, after recording the reasons for such refusal in writing.

Provided that no order refusing the registration shall be passed except after giving to the person concerned a reasonable opportunity of hearing.

(ix) UT Administration shall create a web-portal/online mechanism to facilitate the registration of Coaching Centre in faceless manner with minimum human interface.

6. Conditions for Registration

(i) No coaching Centre shall –

- a. engage tutors having qualification less than graduation.
- b. make misleading promises or guarantee of rank or good marks to parents/students for enrolling them in the coaching Centre.
- c. enroll student below 16 years of age or the student enrollment should be only after secondary school examination for coaching to entrance examination of professional courses like MBBS/BDS/Engineering/Agriculture/Diploma/Degree Courses.
- d. publish or cause to be published or take part in the publication of any misleading advertisement relating to any claim, directly or indirectly, of quality of coaching or the facilities offered therein or the result procured by such coaching Centre or the student who attended such class.
- e. be registered, if it has less than minimum space requirement per student.
- f. hire the services of any tutor or person who has been convicted for any offence

involving moral turpitude.

g. be registered unless it has counselling system as per the requirement of these Guidelines.

(ii) coaching Centre shall have a website with updated details of the qualification of tutors, courses/curriculum, duration of completion, hostel facilities (if any), and the fees being charged, easy exit policy, fee refund policy, number of students who have undertaken/ undertaking coaching from the Centre and number of students finally succeeded in getting admission in Higher Education Institutions etc.

(iii) Coaching Centre shall adhere to the various laws, Guidelines, regulations etc. including separate registration as applicable in the local jurisdiction.

7. Documents to be accompanied with the application for registration

(i) Every application for registration of a coaching Centre shall be accompanied by an undertaking by the proprietor stating that –

(a) he shall use only the word 'registered coaching Centre' and shall not use the words 'recognized' or 'approved' on any sign board or any prospectus or correspondence or communication of whatever nature or at any place;

(b) coaching classes for those students who are also studying in institutions/schools shall not be conducted during their institutions/schools' hours.

(c) the necessary information regarding the qualification of the tutors, time table of the coaching class, the fee charged and general information, as specified, regarding the coaching class shall be displayed on the website and notice board at prominent place in the premises of the coaching Centre;

(d) he / she or any tutor or person employed, in any manner in the coaching Centre has not been convicted for any offence involving moral turpitude and that any change in employment of tutor shall be immediately intimated to the competent authority;

(e) he / she shall abide by the condition regarding the specified number of students to be admitted in the coaching class;

(f) he / she shall abide by the other terms and conditions of this Guidelines;

(ii) The application for renewal of the registration shall be accompanied by a copy of the statement of accounts audited by Chartered Accountant.

8. Fees

(i) The tuition fees for different courses/curriculum being charged shall be fair and reasonable and receipts for the fee charged must be made available.

(ii) The coaching Centre must issue a prospectus mentioning the different courses/curriculum, their duration of completion, number of classes, lectures, tutorials, hostel facilities (if any), and the fees being charged, easy exit policy, fee refund etc. These details shall also be displayed at prominent and accessible place in the premises of the building.

(iii) The prospectus, notes and other material shall be supplied by the coaching Centre to their enrolled students without any separate fees thereof.

If the student has paid for the course in full and is leaving the course in the middle of the prescribed period, student will be refunded from out of the fees deposited earlier for the remaining period, on pro-rata basis within 10 days. If the student is staying in the hostel of the coaching Centre, then the hostel fees and mess fee etc. will also be refunded.

(iv) Under no circumstances, the fee on the basis of which enrolment has been made for a particular course and duration shall be increased during the currency of the course.

9. Infrastructure Requirements

(i) Within the basic structure of the coaching Centre, a minimum one square meter area may be allocated for each student during a class / batch. There shall be sufficient infrastructure in proportion to the number of students enrolled.

(ii) The coaching Centre building shall adhere to fire safety codes, building safety codes and other standards and shall obtain a Fire and Building Safety Certificate from the appropriate authorities as decided by the UT Administration.

- (iii) For the assistance of the students, coaching Centres shall have first aid kit and medical assistance/treatment facility. List of referral services like hospitals, doctors for emergency services, police helpline details, fire service helpline, women helpline etc. shall be displayed and the students shall be informed about them.
- (iv) The coaching Centre building shall be fully electrified, well ventilated, and sufficient lighting and heating arrangements shall be made in each classroom of the building.
- (v) Safe and potable drinking water should be made available for all students and staffs of the Centre.
- (vi) The coaching Centre may be suitably fitted with CCTV cameras wherever required and security shall be well maintained.
- (vii) A complaint box or register may be placed at the coaching Centre for the students to raise a complaint. Coaching Centre shall have committee for redressal of complaints / grievances of students.
- (viii) Provision of separate toilets for males and females shall be made within the coaching Centre building premises.
- (ix). Anti-ragging, anti-suicide, and mental health awareness messages must be visibly posted.

Curriculum Classes

- (i) Coaching Centre shall make efforts to complete the classes in the stipulated time as mentioned in the prospectus.
- (ii) Coaching classes for those students who are also studying in institutions / schools shall not be conducted during their institutions / schools' hours, so that their regular attendance in such institutions / schools remains unaffected and also to avoid dummy schools.
- (iii) Remedial or support classes may be provided to students who require additional support in their academics.
- (iv) The curriculum/class timetable may be suitably spaced out to allow the students to relax and recuperate and thus, not build additional pressure on them.

(v) Coaching Centres shall ensure weekly off for students as well as tutors.

(vi) There shall be no assessment-test / exam on the day after weekly off.

(vii) During the important and popular festivals in the respective region, coaching Centres shall customize leave in such a manner that the students are able to connect with their family and get emotional boosting.

(viii) Coaching centres shall conduct coaching classes in a way that it is not excessive for a student and it should not be more than 5 hours in a day and the coaching hours should neither be too early in the morning nor too late in the evening.

(ix) Coaching centres shall organize classes for co-curricular activities for holistic development and enhancing the cognitive abilities of students. The coaching Centres, while teaching core subjects should also organize counselling sessions for tutor, employee and all students on development of Life Skills, scientific temper & evidence-based thinking; creativity & innovativeness; fitness, wellness, emotional bonding & mental wellbeing, age-appropriate challenges, motivation; collaboration and teamwork; problem solving and logical reasoning; ethical and moral reasoning; knowledge and practice of human and Constitutional values; personal safety (gender sensitization & abuse prevention); Fundamental Duties; citizenship skills and values; knowledge of India; environmental awareness, sanitation and hygiene etc.

Code of Conduct by the Coaching Centre

(i) The number of students to be enrolled in each class/ batch may be clearly defined in the prospectus and published on website. In no case shall enrolment be increased in class/batch during the currency of the course.

(ii) The number of students admitted may be in line with the requirements of maintaining a healthy teacher-student ratio in each class and for creating more opportunities for building relationship with tutor and counsellors. It should be ensured that students are able to connect with the tutor and the students have easy access and visibility to the screen / blackboards.

(iii) The coaching Centre shall not enroll student below 16 years of age or the student enrolment should be only after secondary school examination for coaching to entrance examination of professional courses like MBBS/BDS/Engineering/ Agriculture/ Diploma/Degree Courses.

(iv) The students shall be well apprised about the difficulty of exams, syllabus, level of intensity of preparation and efforts required from the student before enrolling into the curriculum.

(v) The students shall be made aware about the educational environment, cultural living, realities, and difference between preparation of school level examinations and competitive examination.

(vi) Apart from options for admission in engineering and medical institutes, information about other career options may be provided to the students, so that they do not get stressed about their future and can choose a new option of alternative careers.

(vii) An admission or mock test to assess the capability of the student may be conducted. based on the capability and interest of student, the coaching Centre may convey the realistic expectation of student's capability to parents and suggest the way forward.

(viii) The students and parents shall be made aware that admission in the coaching Centre is in no way guarantee of success for admission in institutions like medical, engineering, management, law, etc., or in the competitive examination.

(ix) Coaching Centres should conduct periodic workshops and sensitization sessions regarding student's mental health in collaboration with mental health professionals.

Coaching Centre should create awareness amongst students and parents regarding the pedagogy, the timeline of the course, and the facilities available in the coaching Centre. They may be counselled about the negative impacts of unnecessary mental pressure and the burden of expectation on their children.

(x) Coaching Centre shall not make public the results of the assessment test conducted by it. Keeping the assessment test confidential, it should be used for regular analysis of the performance of students and the student whose education performance is deteriorating should be provided counselling as per the provisions of this guideline.

10. Counselors and Psychologists Support

(i) Due to high competition and academic pressure on students, coaching Centres should take steps for the mental well-being of the students and may conduct classes without putting undue

pressure on their students. Also, they should establish the mechanism for immediate intervention to provide targeted and sustained assistance to students in distress and stressful situations.

(ii) The competent authority may take steps to ensure that a counseling system be developed by the coaching Centre and is easily available for the students and parents. Information about the names of psychologists, counselors, and the time they render services may be given to all students and parents. Trained counsellors could be appointed in the coaching Centre to facilitate effective guidance and counselling for students and parents.

(iii) Coaching Centres are encouraged to involve counselors and experienced psychologists to counsel and provide psychotherapeutic service to students for the resolution of mental stress and depression.

(iv) Career counselors may be onboarded to assess the student's interest, aptitude and capability, and accordingly guide and counsel the students and their parents with realistic expectations to choose the best career option.

(v) Regular workshops and awareness weeks may be arranged for parents, students and teachers on mental health and prevention of stress by the coaching Centre. It should also focus on basic training in health, good nutrition, personal and public hygiene, disaster response and first-aid as well as scientific explanations of the detrimental and damaging effects of alcohol, tobacco, and other drugs. The matter of positive parenting should also be stressed upon in the interaction session organized for parents by the Centre in the context of students' mental health, resilience, and responsible self-care

(vi) Tutors may undergo training in mental health issues to convey information effectively and sensitively to students about their areas of improvement.

(vii) As part of counselling, the Coaching Centre should establish peer group interaction. Coaching Centre may organize group-based curricular exercises in discussions, competitions and projects.

(viii) The doubts of student shall be resolved by those tutors who have taught in the class so that students feel satisfied.

(ix) The coaching Centres shall follow a framework for promotion of mental health in the

institutions as per the following:

Framework for Mental Health Promotion		
Level of Problems	Stakeholders to be involved	Level of Intervention
Mental Wellbeing	Entire Institutional Community	Mental Wellbeing Integrated in Institutional Curriculum
Mental Health Knowledge Attitudes & Behavior	All Students and Tutors	Mental Wellbeing – Part of General Health Curriculum
Psycho-social Problems	Counsellors, Tutors, Peer Mentors, Wardens and Citizens	Extending Additional Help to Students in Need
Severe Problems/Disorders	Counsellors, Institutional Doctors and Other Experts	Professional Management

11. Inclusivity and Accessibility

(i) The coaching Centres shall not discriminate against any applicant/student on the basis of religion, race, caste, sex, place of birth, descent, etc., during the admission and teaching process.

(ii) Special provisions may be made by the coaching Centre to encourage greater representation of students from vulnerable communities, such as female students, students with disabilities, and students from marginalized groups.

(iii) The coaching Centre building, and the surrounding premises shall be Divyang- friendly and in compliance with the provisions of the Rights of Persons with Disabilities Act, 2016. Tutors may be sensitized regarding learning disabilities and make students with learning disabilities feel comfortable.

(iv) Divyang-friendly provisions such as braille, e-readers, and toilets etc. may be made wherever possible.

(v) Support classes may be provided to students with disabilities who require additional support in their academics.

(vi) Batch segregation on academic performance grounds shall not be done, as it leads to excessive pressure on the students, affecting their mental health. Batches should be formed in the order of entry/admission of students, and the batch shall not be changed till completion of the course.

12. Maintenance of Records

(i) The Coaching Centre should maintain and produce such records, accounts, registers, or other documents as may be prescribed by the UT Administration.

(ii) The Coaching Centre may submit the annual report to the competent authority for the record.

13. Restriction on shifting of Coaching Centre

Coaching Centres shall be conducting coaching only at the place indicated in the registration certificate and shall not be shifted to any other place than its registered place, without the prior written approval of the Competent Authority in that behalf.

14. Enquiry of the activities of the Coaching Centre

The competent authority, or any other officer authorized by the UT Administration shall conduct continuous monitoring of the activities of the coaching Centre and enquire any coaching Centre regarding the fulfillment of the required eligibility of registration and satisfactory activities of the coaching Centre.

15. Disposal of complaints

(i) A complaint may be filed before the competent authority against the coaching Centres by the student, parent or tutor / employee of the coaching Centre and against the students / parents by the coaching Centres. The complaints shall be disposed of within thirty days by the competent authority or by an inquiry committee constituted for the purpose by the UT Administration.

(ii) After giving opportunity of hearing on the report of the competent authority or the inquiry committee as the case may be, the competent authority shall impose penalty or take action for cancellation of registration.

16. Penalties

(1) The competent authority shall have power of the civil courts. The competent authority shall have such power which is vested in the courts under Civil Procedure Code 1908 (Central Act no. 5 of 1908) for consideration of any suit namely: -

- (i) to accept evidence with proof through affidavit;
- (ii) to summon and to enforce attendance of any person, and his examination on oath;
- (iii) to enforce production of records; and
- (iv) to award cost,

(2) In case of violation of any of the terms and conditions of registration or general conditions, the coaching Centre shall be liable for penalties as follows:

- (i) Rs 25,000/- for first offence
- (ii) Rs. 1,00,000/- for the second offence
- (iii) revocation of registration for subsequent offence

17. Cancellation of registration

The certificate of registration granted to the coaching Centre, without prejudice to any other penal action that may be taken for violation of relevant law, at any time be cancelled, if the concerned competent authority is satisfied that the coaching Centre has contravened any of the provisions of

the Guidelines or violated any of the terms and conditions subject to which the registration was granted:

Provided that, no such order shall be passed by the competent authority without giving the holder of such certificate a reasonable opportunity of showing cause against the proposed order.

18. Procedure for Appeal

Any Person aggrieved by the order of refusal to register a coaching Centre or its renewal or cancellation of registration, may, within thirty days from the date of receipt of such order, appeal to the appellate authority in the manner as may be specified by the UT Administration.

Fees for Registration of Coaching Centres per academic year

Sl.	Category of Coaching Centre	Range of strength of students with registration fee per annum (for financial year)		
		1 to 50 students	51 to 100 students	Above 101 students
1.	Primary (Class 1 to 5)	200.00	400.00	500.00
2.	Secondary (Class 6 to 10)	1000.00	1250.00	1500.00
3.	Higher Secondary (Class 11 & 12)	2000.00	2500.00	3000.00
4.	Other Technical/ Professional courses	6000.00	6500.00	7000.00

Fees for Renewal of Registration of Coaching Centre per academic year

Sl.	Category of Coaching Centre	Range of strength of students with registration fee per annum (for financial year)		
		1 to 50 students	51 to 100 students	Above 101 students
1.	Primary (Class 1 to 5)	100.00	200.00	250.00
2.	Secondary (Class 6 to 10)	500.00	625.00	750.00
3.	Higher Secondary (Class 11 & 12)	1000.00	1250.00	1500.00
4.	Other Technical/ Professional courses	3000.00	3250.00	3500.00

Application for Registration/ Renewal of Coaching Centre

1	Name of Tutor/ Proprietor/ Society/ Trust		
2	Name & address of the coaching Centre/ proposed coaching Centre		
3	District, Tehsil and Zone in which it is situated		
4	Date of first opening/ commencement of the coaching Centre		
5	First time registration/ renewal of registration sought for the period from..... to		
6	Category for which coaching facilities provided(Primary/Secondary/ Higher Secondary/ Other Technical/ Professional courses)		
7	Whether information regarding the qualification of the tutors, time table of the coaching class, the fee charged and general information, as specified, regarding the		Yes/No (if yes attach the copy)

	coaching class has been enclosed.		
8.	Whether Building Safety and Fire Safety certificate enclosed.	Yes/No (if yes attach the copy)	
9.	Whether the coaching Centre is Divyang-friendly.	Yes/No	
10.	Total number of batches		
11.	Total number of enrolled students		
12.	No. of rooms with area and seating capacity.		
13.	Whether the coaching Centre is self-owned or rented		
14.	Any other information		

I, Shri/Smti/Kum..... hereby declare that the information furnished above are true to the best of my knowledge and I agree to follow the provision of the Guidelines for Regulating Coaching Centres in UT of Ladakh, 2026 and further undertake to furnish the change in the details furnished above from time to time. I hereby enclose Rs..... Payment Mode..... Transaction ID No.....and Date..... of.....Bank being the registration/renewal fee of the coaching Centre.

Place:

Date:

Enclosures:

Signature

Name & Designation of the Applicant

FORM-II
ADMINISTRATION OF UT LADAKH

Certificate No.

Date.....

CERTIFICATE OF REGISTRATION OF THE COACHING CENTRE

Certified that (Name and address of coaching Centre) conducted by (Name of the Proprietor/Tutor/Society) has been registered under Rule 5 of the Guidelines for Regulating Coaching Centres in UT of Ladakh, 2026, on this day of the month of..... of the year This certificate is valid upto

(1) Serial No.

(2) Registration Fees paid Rs. Payment
Mode..... Transaction ID No.and Date
of

. Bank

(3) Subject/ stage up to which permission is accorded:

The coaching Centre is registered at Sl. No. at page No.....of the Register of Registered Coaching Centre maintained in this office. The Certificate of Registration is issued herein is subject to conditions stipulated in the Guidelines for Regulating Coaching Centres in UT of Ladakh, 2026.

The registration granted is subject to cancellation at any time in case any of the conditions of registration is violated and the proprietor/tutor/society shall be prosecuted as per Guidelines in force.

Place: -

Date:

Signature
Name and designation
Office Seal of Registering Authority