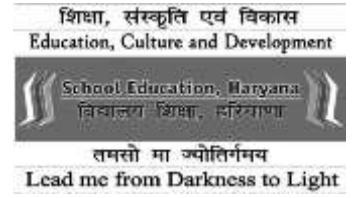




GOVERNMENT OF HARYANA/हरियाणा सरकार  
**Directorate Elementary Education**  
**मौलिक शिक्षा निदेशालय**



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## NOTICE

**Memo No: 8/22-2025-PS (E-1)**

**Dated: 20-05-2025**

The Department has extended access to the Seat Declaration Portal until 23.05.2025 under the Right to Education (RTE) Act, 2009 for all recognized private schools in the state.

Several schools have raised concerns via email and the helpdesk regarding the unavailability of specific options on the portal, such as Minority Status, Primary Wing/Classes Status, and Recognition Status. The Department has taken these concerns seriously and reviewed the need for necessary amendments. Based on genuine requests from schools, the portal has now been updated with new features/options, which are mandatory to fill by all private schools. These are as follows:-

- 1) **Minority Status:-** A new section has been added to capture the minority status of the school. Schools are required to provide: Minority Certificate No, Minority Certificate issued Date and Minority Certificate Copy. **(Submission is mandatory)**
- 2) **Primary Wing Status:-** An option is now available to indicate whether the school has a primary wing/classes. **(Submission is mandatory)**
- 3) **Recognition Status:-** A new field titled "Is the School Recognized?" has been introduced to clearly indicate the recognition status of the school like Recognized or Non-Recognized. **(Submission is mandatory)**
- 4) **Recognition Level:-** A new category has been added to specify the level of recognition, such as like 1st to 5th, 1st to 8th, 1st to 10th, 1st to 12th etc. **(Submission is mandatory)**

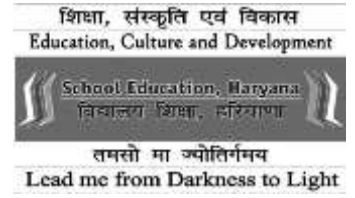
**All schools are requested to keep the following points in mind while filling the seat declaration form:**

1. Enter the **total number** of seats in the entry-level class only. If the entry-level class is Nursery, declare only Nursery total seats. If it is LKG, declare only LKG total seats. If it is UKG, declare only UKG total seats. If it is Grade1, declare only Grade1 total seats.
2. The system will automatically calculate **25% of the total seats** and display them.
3. Schools that fall under the **minority category** must mention and upload their **Minority Status Certificate** along with relevant details.





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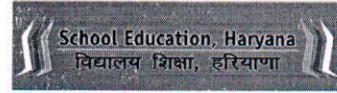
4. Schools that do **not have a primary wing** (up to Class 5) must clearly declare this. If it is submitted that no primary classes are available, their **MIS account for primary classes will be locked**, and it will only work for classes above the primary level.
5. The declared seats should be based on the total number of sections available at the entry-level class in the schools.
6. The MIS account of the School shall be activated only for those seats that will declare under RTE on the Seat Declaration Portal. No student Registration Number (SRN) related activities will be allowed beyond the total number of declared seats.
7. Schools must mention the **Recognition Status** with "Is the School Recognized?"
8. Schools must mention the **Recognition Level** like 1st to 5th, 1st to 8<sup>th</sup> etc.
9. In the past, many schools **did not complete the final submission** of the seat declaration form. Please note that only applications marked as '**Final Submitted**' will be accepted. **Incomplete submissions will not be considered.**
10. All certificates (pdf) uploaded on the portal must be clear, readable, and relevant to the information being provided.
11. Schools must carefully verify the information before final submission. The school will be **fully responsible for any data** in the online form. The Department will not be liable for any incorrect information. If any false information is found, the school's **recognition may be cancelled** as per the applicable rules.
12. Private schools can check their seat declaration status on the seat declaration portal under the links: "**Schools That Have Finally Submitted Their Data But Declared Seats For More Than One Class**" and "**Non-Final Submitted Schools**". The status report will be updated daily after compiling the data submitted by the schools.
13. After submission, the Department will start a **verification process drive** for the seat data and uploaded certificates. Therefore, please ensure that all information is **accurate and complete**.
14. For any technical difficulty/query regarding filling up online application form, school can send email on **rte.admission.hryedu@gmail.com**. Applicants may take screenshot in case an error occurs during the filling of application form to take up the matter on email. Last time, many schools sent emails about their grievances but did not include important details like the **MIS**





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**School Code, School Name, or Contact Number.** Because of this, their issues could not be solved quickly. Schools must always include these details when sending any grievance or request by email.

15. The applicant can also call at MIS Helpdesk number 0172-5049801 on all working days from 09:00 AM to 05:00 PM. MIS SchoolCode may be kept handy while contacting the Helpline.

Non-compliance may lead to restricted access on the MIS and further administrative actions as per applicable rules. Your cooperation in maintaining the accuracy and integrity of the Seat Declaration Process is highly appreciated.

  
**Assistant Director**

**Private School Branch**  
 for **Director General Elementary Education**  
**Haryana, Panchkula**

