

To

**All District Elementary Education Officers in the State**

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

Dated: Panchkula 24.05.2025

**Subject: - Updated Reports as on dated 24.05.2025 and their clarifications pertaining to the Seat Declaration Portal.**

Kindly refer to the various earlier communications regarding the subject cited above.

As you are aware, after reviewing the progress of the Seat Declaration data, the department has extended the closing date of the Seat Declaration Portal up to 26.05.2025. The department updates the status report of data submission daily after compiling the information submitted by private schools. The latest data submission report, updated up to 24.05.2025, is being shared along with certain clarifications. The updated reports are as follows:

S#	Report Name	Remarks	Action Required By Private Schools
1	DISTRICT WISE DATA SUBMISSION PROGRESS	Total Participating Schools – 10744 Final Submitted Schools – 8891 Non-Final Submitted Schools – 1853  <b>82.75 % Progress</b>	Only Summary Purposes
2	DISTRICT-WISE LIST OF SCHOOLS THAT HAVE NOT SUBMITTED THEIR DATA ON THE SEAT DECLARATION PORTAL	Non-Final Submitted Schools – 1853	Private School must login on the Seat Declaration Portal and declare their total seats.
3	DISTRICT-WISE LIST OF SCHOOLS THAT HAVE NOT SUBMITTED THEIR RECOGNITION STATUS/LEVEL DATA ON THE SEAT DECLARATION PORTAL	Both Final Submitted/Non-Final Submitted - <b>4435</b>	Private schools must log in to the Seat Declaration Portal. If they have already submitted their application, they must <b>edit/unlock</b> it and update the Recognition Status and Recognition Level fields before resubmitting.  <b>Recognition Status:-</b> Indicates whether the school is <i>Recognized</i> or <i>Non-Recognized</i> . ( <b>Submission is mandatory</b> )  <b>Recognition Level:-</b> Specifies the level of recognition, such as <i>1st to 5th</i> , <i>1st to 8th</i> , <i>1st to 10th</i> , <i>1st to 12th</i> , etc. ( <b>Submission is mandatory</b> )
4	SCHOOLS THAT HAVE FINALLY	Only Final Submitted - <b>2491</b>	Declare seats only for the entry-level class (Nursery, LKG, UKG, or Class

	SUBMITTED THEIR DATA BUT DECLARED SEATS FOR MORE THAN ONE CLASS		1), based on your school's starting level. Declaring seats in multiple entry classes is not allowed and will be considered incorrect.
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**All schools are requested to keep the following points in mind while filling the seat declaration form:**

1. Many schools previously failed to complete the final submission on the Seat Declaration Portal. Only final submitted applications will be accepted. Editing or unlocking the form does not count as submission—schools must click "**Final Submit**" after making any changes.
2. Declare total seats for the entry-level class only (Nursery, LKG, UKG, or Grade 1) based on the number of sections. The system will auto-calculate 25% of the total.
3. The applicant can also call at MIS Helpdesk number 0172-5049801 on all working days from 09:00 AM to 05:00 PM.

Therefore, all DEEOs are requested to circulate the updated reports to private schools under their jurisdiction and ensure strict compliance by the schools with accurate data submission on the Seat Declaration Portal.

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

**CC:**  
**All Private Schools in the State**