

To

All District Elementary Education Officers in the State

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

Dated: Panchkula 25.05.2025

Subject: - Updated Reports as on dated 25.05.2025 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 25.05.2025, 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 – 8886 Non-Final Submitted Schools – 1858 82.71 % Progress | Only Summary Purposes |
| 2 | DISTRICT-WISE LIST OF SCHOOLS THAT HAVE NOT SUBMITTED THEIR DATA ON THE SEAT DECLARATION PORTAL | Non-Final Submitted Schools – 1858 | 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 - 4110 | Private schools must log in to the Seat Declaration Portal. If they have already submitted their application, they must edit/unlock it and update the Recognition Status and Recognition Level fields before resubmitting. Recognition Status:- Indicates whether the school is <i>Recognized</i> or <i>Non-Recognized</i> . (Submission is mandatory) Recognition Level:- 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. (Submission is mandatory) |
| 4 | SCHOOLS THAT HAVE FINALLY | Only Final Submitted - 2323 | Private schools must log in to the Seat Declaration Portal. If they have |

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| | SUBMITTED THEIR DATA BUT DECLARED SEATS FOR MORE THAN ONE CLASS | | <p>already submitted their application, they must edit/unlock it and update the seats as below mentioned.</p> <p>Declare seats only for the entry-level class (Nursery, LKG, UKG, or Class 1), based on your school's starting level. Declaring seats in multiple entry classes is not allowed and will be considered incorrect.</p> |
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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 schools that have not submitted their **Recognition Status/Level data** on the Seat Declaration Portal, as indicated in the table at **Serial No. 3 above**, are being sent the following SMS on their registered mobile numbers on a daily basis. These SMSs shall be treated as official notices issued by the Department:-

"Please update your Recognition Status/Level on the Seat Declaration Portal by 26.05.2025 (11:59:59 PM) to avoid rejection of your application during the verification process. Failure to update this information may result in disqualification. From: School Education Department, Haryana"

4. The schools that have not submitted their data on the Seat Declaration Portal, as indicated in the table at **Serial No. 2 above**, are being sent the following SMS on their registered mobile numbers on a daily basis. These SMSs shall be treated as official notices issued by the Department:-

"You have not final submitted your seat declaration application. Only final submitted applications will be considered. Please submit your application as final upto 26.05.2025 on the seat declaration portal. From: School Education Department, Haryana."

5. During the review of the progress of the recent recognition verification drive conducted by the District Elementary Education Officers (DEEOs), it has been observed that several private schools have uploaded affiliation certificates issued by various education boards—such as HBSE (Bhiwani Board), CBSE, or other boards—as proof of recognition.

In this regard, it is hereby clarified that affiliation/permission certificates issued by any education board shall not be treated as valid documents for recognition purposes.

The Department shall consider **only the following types of valid documents** for recognition purposes:

- No Objection Certificate (NOC) / Deemed Recognition or Temporary Recognition issued by the Department, which is valid, up-to-date, and renewed on a year-to-year basis.
- Permanent Recognition Certificates issued by the Department.

All private schools are directed to ensure strict compliance with the above instructions. Submission of invalid or outdated or unauthorized documents may adversely affect the recognition status of the school.

6. The facility to edit or unlock the application shall remain available up to the last date of submission, i.e., 26.05.2025 (11:59:59 PM, midnight).
7. 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 private schools with accurate data submission on the Seat Declaration Portal.

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

CC:

- **All Private Schools in the State (Through Departmental Website)**
- **All Registered Private School Associations in the State (Through Departmental Website)**