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

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development
School Education, Haryana
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तमसो मा ज्योतिर्गमय
Lead me from Darkness to Light

E-mail: elementaryps@gmail.com - Site: www.harprathmik.gov.in

NOTICE

Memo No: 33/2-2026-PS (E-2) **Dated: 11-03-2026**

All Recognized Private Schools are hereby informed that the Seat Declaration Portal is made operational to facilitate compliance with the provisions of the Right of Children to Free and Compulsory Education Act, 2009 (RTE Act, 2009). As per instructions, schools are required to declare the total number of seats at the entry-level class by 17.03.2026.

Non-compliance within the stipulated period will invite strict disciplinary action; each school is responsible for uploading a valid and genuine recognition certificate on the Seat Declaration Portal. Submission of incorrect data, expired or forged certificates may attract adverse action, including the suspension of MIS access and proceedings for withdrawal of school recognition under applicable rules.

All Recognized Private 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.
4. If a school selects "**Minority Status: Yes**" and declares seats **greater than zero** in any entry-level class, then 25% of the declared seats shall be considered for allocation through the lottery process. However, if a Minority Status School declares **zero seats in all classes**, then no seats shall be considered for allocation through the lottery process.
5. 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.
6. The declared seats should be based on the total number of sections available at the entry-level class in the schools.

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7. Schools must mention the **Recognition Status** with "Is the School Recognized?"

8. The Recognition documents may be classified as:

Valid Documents for Recognition Purposes	Invalid 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.	Affiliation/permission certificates issued by any education board shall not be treated as valid documents for recognition purposes.
Permanent Recognition Certificates issued by the Department.	

9. Schools must mention the **Recognition Level** like 1st to 5th, 1st to 8th etc.

10. 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.**

11. All certificates (pdf) uploaded on the portal must be clear, readable, and relevant to the information being provided.

12. 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.

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 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.

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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.

Note: All Private Recognized Schools are requested to adhere to the timeline and keep a regular check on the official website i.e. **https://harprathmik.gov.in** for updates, instructions, and notifications.

Naveen

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

Endst. No. Even Dated, Panchkula, the 11.03.2026

A copy is forwarded to the following for information and necessary action:-

1. PS/ACSSE.
2. PA/DGSE.
3. PA/DGEE.

— Sd/ —

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

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