Subject: <u>Regi</u>	stration of a Priva	ate Educational Institution
r,		
The undersign	ned submits herew	vith the application in duplicate on prescribed
oforma, complete i	in all respects, and	d requests that the institution mentioned in the
ached schedule-1	(Form-A), may ki	indly be registered as a Private* Educational
stitution name -		
cated at:		
The undersign	ned undertakes to a	abide by all the rules and regulations laid down
the Government	of the Punjab Educ	cation Department. All the record is maintained
cording to procerib		battori Bopartinoni. 7tii tilo 10001a lo maintainoa
cording to prescrib	ed Schedule-II.	sation Dopartmont. Air the record to maintained
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	ed Schedule-II.	
	ed Schedule-II. CNIC NO.	Yours obediently,
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		Yours obediently,

Note: *Write here play group, Prep, Nursery, Primary, Middle, High, Higher Secondary, College and Technical, Commercial, Vocational, Polytechnical,

Institutions for the Handicapped, as the case may be.

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^{**} Here affix official stamp with designation of Incharge of Educational Institution.

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	be attached under Head of Relevant Bank Account No. Where New						
	Registration Fee is to be Deposited. (Form)						

SCHEDULE-I (FORM-A)

Application for a New Registration of A Private Educational Institution

1.	Name of Institution.	
2.	Postal Address of the Institution Telephone & Cell Numbers	
3.	Nature of the Institution. (Boys, Girls, Co-Education)	
4.	Level of the Institution.	
5.	Medium of the Institution	
6.	Date of Establishment of the Institution.	
7.	Examination for Whom Students and prepared.	
8.	Number of Examination in each of the last three examinations conducted by a Local/Foreign Board or Govt. Agency.	
9.	Nature of management Registered Body / Individual / Association of persons /Trust/Corporate Body or Educational Society.	
10.	Name, Designation and full address of the Administrator of The Institution.	Name: Designation: Full Address: Phone No. Cell No.
11	If not managed by an Individual, give names, Occupations and Addresses of the Members/Partners/Directors/Trustees, as the case may be. Attach a copy of the Constitution Memorandum, Articles of Association /Trust Deed/Rules and By-laws of such; body, as the case may be.)	Detail attached (as annex-A)
12	Present Enrolment /proposed Enrolment Class- Wise and Section-wise with Total Enrolment.	Detail attached (as annex-B)
13	Whether the Institution will conduct classes in the Morning or Evening or Both.	
14	Staff statement of Teaching and Non-Teaching Staff with Name, Fathers / Husbands Name, Qualifications, Designation, Date of Appointment, Pay, Allowances and Net Pay of each Member.	Statement attached (as annex-C)
15	Statement of Admission Fee, Tuition Fee etc. Attach Prospectus of Institute.	Statement attached (as annex-D)

16	Detail of Assets of the Institution.	Detail attached	(as annex-E)
17	Location and full detail of the Building of the Institution with Scaled Map.	Detail attached	(as annex-F)
18	Whether the building for Institution is Rented, Owned, or Trusteed.		
19	Whether the building is used for any other purpose during or after the working hours of the Institution.		
20	Detail of play grounds, Sports and recreational facilities provided	Detail attached	(as annex-G)
21	List of Science Equipments (Physics)	Detail attached	(as annex-H)
22	List of Science Equipments (Chemistry)	Detail attached	(as annex-I)
23	List of Science Equipments (Biology)	Detail attached	(as annex-J)
24	Teaching Learning Aids of Computer Laboratory	Detail attached	(as annex-K)
25	Teaching Learning Aids of Equipments (Physics, Chemistry, Biology)	Detail attached	(as annex-L)
26	List of Library Books	Detail attached	(as annex-M)
27	Additional information (If any)	Information attach annex-N)	ned (as
28	Detail of amount Deposited in Bank for a New Registration	Registration fee For Inspection fee Rs Name of Bank. Chalan No. Dated. (original copies to	i.

	(Signature)
Dated:	(Names in Block Letter)
	(Names in Block Estati)
	(Official Stamp)

Note: *Here affix Official Stamp with designation of Incharge of the Educational Institution.

STATEMENT OF

MEMBERS/PARTNERS/DIRECTORS/TRUSTEES

S.No.	Name	Occupation	Designation	Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Signature
Designation

STATEMENT OF PRESENT ENROLMENT AND PROPOSED ENROLMENT

(Classes with Sections)

Class- wise	Section A	Section B	Section C	Section D	Section E	Total Enrolment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Signature	_
Designation	

STAFF STATEMENT (Teaching)

	Net pay														
	Deduction(if any)														
	Allow.														
	Рау														
/Q	Designation														
	Date of appointment														
/99	Qualifications Academic / professional														
	Father's Name /Husband name														
	Name														
	Sr.	1	2	က	4	2	9	7	ω	6	10	11	12	13	4

				•	•	
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
No. of Tra	No. of Trained Teachers		Signature	1		
No. of Unt	No. of Untrained Teachers		Designation			

STATEMENT OF

ADMISSION AND TUITION FEE

S.No	Class	Admission Fee	Tuition Fee	Funds (if any)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Signature
Designation

DETAIL OF ASSETS OF

THE INSTITUTION

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
			40		
19 20					

Signature
Designation

LOCATION AND FULL DETAIL OF BUILDING WITH SCALED MAP

S.No	Detail	Numbers	Size	Remarks
1	Class rooms			
2	Science Laboratory			
3	Staff room			
4	Hall			
5	Audition			
6	Verandah			
7	Office			
8	Store			
9	Basement/Godown			
10	Open Space			
11	Play-Ground			
12	Computer Lab			
13	Any other detail			
14				
15				
16				

Note: Scale map of the Building of the Institution is attached.

Signature
Designation

DETAIL OF THE PLAYGROUNDS, SPORTS AND RECREATIONAL FACILITIES PROVIDED IN THE INSTITUTION

Playgrou	nds	
(
(
Sports		
5		
Recreation	nal Facilities	
	/	
	Signature	
	Oignaturo	
	Designation	

LIST OF SCIENCE EQUIPMENTS

(PHYSICS)

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
			39		
			40		
19 20					

Signature
Designation

LIST OF SCIENCE EQUIPMENTS

(CHEMISTRY)

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		
20					

Signature
Designation

LIST OF SCIENCE EQUIPMENTS

(BIOLOGY)

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
			40		
19 20					

Signature
Designation

TEACHING LEARNING AIDS OF THE COMPUTER LABORATORY

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature
Designation

LIST OF TEACHING LEARNING AID EQUIPMENTS

PHYSICS, CHEMISTRY, BIOLOGY AND COMPUTER

S.No	Name of Article	Qty	S.No	Name of Article	Qty
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature
Designation

LIST OF LIBRARY BOOKS

S. No.	Subject	Numbers of Books
1	Urdu Language	
2	English Language	
3	Islamic Studies Literature	
4	Pakistan Studies	
5	History	
6	Geography	
7	Science	
8	Computer Technology	
9	Statistics	
10	Mathematics	
11	Reference Books	
12	Miscellaneous	
13		
		Total

Signature
Designation

ADDITIONAL NFORMATIONS (IF ANY)

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1	
'	•
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•	•
•——————————————————————————————————————	
•——————————————————————————————————————	
	_
	Signature
	Signature Designation

DECLARATION

Solemnly Affirm and declared that the facts (in Application Form-A) are correct to the best of my knowledge and belief. Signature Dated: (Name in Block Letters) (Official Stamp)	I					S/O, [D/O, \	W/O-		
Signature Dated: (Name in Block Letters)			Solemnly	Affirm	and	declared	that	the	facts	(in
Dated: (Name in Block Letters)	Application F	orm-A) are corre	ct to the best o	of my kn	owled	dge and be	elief.			
Dated: (Name in Block Letters)										
Dated: (Name in Block Letters)										
(Name in Block Letters)						Signati	ıre			
(Name in Block Letters)	Dated:									
(Official Stamp)					(Name in E	Block	Lette	ers)	
(Official Stamp)										
						(Official	Stam	p)		
DECLARATION			DECLAR	ATIO	N					
Certified that all the required documents are attached with this application and all types	Certified that a	all the required d	ocuments are	attache	d with	n this appli	catior	n and	l all typ	oes
of registers according to the Schedule II have been maintained properly.	of regi	sters according t	o the Schedule	e II have	e beei	n maintain	ed pr	operl	y.	
Dated: Signature with Stamp	Dated:					Signatu	 ıre wi	th St	amp	
Note:										

A affix Official Stamp with designation of Incharge of the Educational Institution.

AFFIDAVIT DRAFT

FOR

STAMP PAPER

>	I/We have opened an institute
	located at
	in a rented /owned, Trusteed building (Date of Est.)
>	I/We shall not teach in it against Islam and ideology of Pakistan.
>	I/We shall abide by all the directions which the Govt. Will issue from time to time.
>	There is no co-education in my /our institution after 5 th class.
>	There is no foreign Nationality holder in my/ our institution.
>	There is no teacher in my /our institution whose age is below 18 years.
>	That I/We shall teach the syllabus prescribed by The Punjab Textbook Boards.
Dated	: (Signature)
	Name
	Address
	Stamp
	Stamp