

Draft Procedure for No Objection certificate application Page 1 of 2 Online application Procedure for No Objection Certificate (CBSE & ICSE)

1. You have to open any Web Browser (Best view Firefox 32 and above) first, then type on the address bar "<http://59.145.222.53:8080/hrd/>" at the URL and press ENTER.
 2. Then click on "Enter".
 3. Then click on "Application on NOC (CBSE & ICSE)" menu of the right side in the home page.
 4. Then put user id, password & Security code correctly then click on "Submit" button.
 5. If you have check your status then click on "STATUS CHECK" menu otherwise click on "CBSE" or "ICSE" menu for new online application.
 6. After click on "CBSE" or "ICSE" menu then three options will be shown first Procedure second Format in PDF and third Apply Online.
 7. Then click on "Apply Online"
 8. Select through Radio Button whether it is New Registration or Already Registered.
 9. If you select New Registration then Select District, Block, Circle name from the drop down menu and Put School Name and Mobile no properly.
 10. Then write Image Security code correctly and click on Register button.
 11. If Registration successfully done then "Acknowledgement Number" and "Password" will automatically generated and will be shown.
 12. Then click on "here" menu
 13. Then put Part-1 form contains General Particulars like Name of the School, Year of Foundation, Authority running the school, Trust Name, whether the trust registered or not, Registration Number
 14. Finally Click on SAVE AS DRAFT and then Next Button.
 15. Then put Part-2 form contains Particulars of School such as 1 Exact Location of School, 2 School Type (Boys, Girl or Co-educational), 3 Instructional Hours, 4 Duration of vacation, 5 Medium of Instruction etc.
 16. Filled up all fields correctly and Click on SAVE AS DRAFT and then Next Button
 17. Then put Part-3 contains fields about Application/recognition like School Registration, School Affiliation, after filling up the form Click on SAVE AS DRAFT and then Next Button.
 18. Then put Part-4 contains Schooling Facility and Enrolment of students (on the date of Application) like fields about Enrolment of students (on the date of Application), Schooling facility available in the locality. Filled it up and click on SAVE AS DRAFT and then Next Button
- Draft Procedure for No Objection certificate application

19. Then put Part-5 consist of Particulars relating to subjects taught in the school like 1st Language, 2nd Language, whether Mathematics, Science, Social Science subjects are there or not, Information about Additional subjects. After filling up the form click on SAVE AS DRAFT and then Next Button.

20. Then put Part-6 contains Particulars relating to campus, building, classroom etc like campus, build up area, sanitary condition, Drinking Facility, Common rooms, Classroom, Laboratory and Equipment, library, playground, hostel facility etc. After filling up correctly click on SAVE AS DRAFT and then Next Button.

21. Then put Part-7 consist of fields about teaching and non-teaching staffs like information about staff, schemes available for the staff, Service, leave rules and appointment letter for staff, staff quarters details available etc. Filled up all fields and click on SAVE AS DRAFT and then Next button.

22. Then put Part-8 contains Scale fees charged and annual charges like Tuition Fees per Month, Other Fees per Month, Total of Special fees, annual fees, building, fund etc. Filled up the fields and Click on SAVE AS DRAFT and then Next Button.

23. Then put Part-9 consists of Scholarships, concessions and financial position of the institution like Scholarship and Concessions, Financial Position of the Institution, upload the copy of professional tax challan. Filled up the fields and click on SAVE AS DRAFT and then Next Button.

24. Then put Part 10 contains the list of enclosure. Select the right choices from select box and click on SAVE AS DRAFT.

25. Finally click on SUBMIT button to submit the total form. After submitting user cannot change or modify any information further.

26. After submitting a popup menu will appear to confirm to submit all information supplied by user Click on OK.

27. Finally Acknowledgement Copy will come with Acknowledgement Number. So, the whole process is done perfectly.