



File No.:NESTS/Civil/EMRSOrder/140/2021-22(Pt.)
Comp No. 21655

Date: 08.01.2024

To,

- Principal Secretary/Commissioner/Special Secretary of State Tribal Welfare/Development Department;
- Chief Engineers, CPWD; EMRS works;
- CMD/MD of B&R, EPIL, HSCL, MANIDCO, MTDC, NPCC, TCIL and WAPCOS.

Dear Madam/Sir,

Sub.: Completion of buildings of Phase-I/Phase-II/Single-Phase construction by Construction Agencies-submission of requisite certificates and documents & items to be handed over with Handing Over/Taking Over of EMRSs -reg.

Kind attention is invited towards the subject cited above.

In this regard, Construction Agencies are directed to **arrange and submit the following requisite certificates upon completion of Phase-I/Phase-II/Single Phase construction:**

- Fire Safety Certificate** from the local/concerned Fire Officer. Fire Safety Certificate is mandatory to get CBSE affiliation as per CBSE norms. In this regard, NESTS vide letter No NESTS/EMRS/CBSE/82/2021-22/512 dated 05.09.2023 to Nodal Officers, State/UT EMRS Society has already requested for uploading requisite documents while applying for CBSE affiliation for EMRSs including Fire Safety Certificate.

Further, State/UT Govt are requested to depute a Nodal Officer of State/UT EMRS Society/DWOs/equivalent officer for the purpose of online application for issuance of Fire Safety Certificate. **Construction Agencies of respective EMRS shall coordinate with/provide support to the State/UT Govt/EMRS Society and local/concerned Fire Officer** for online application and inspection of completed building for issuance of Fire Safety Certificate. *(Format for Fire Safety Certificate is enclosed in NESTS letter dated 05.09.2023).*

- Structural Stability Certificate** from NIT/IIT/CBRI Roorkee/TPQA agency *(Format enclosed).*
- Occupancy Certificate/Building Safety Certificate.** *(Format for Building Safety Certificate is enclosed in NESTS letter dated 05.09.2023)*

The proposal for inauguration and making EMRS functional can be initiated only after the receipt of aforementioned certificates.

Further, PSUs shall submit:

- Completion Certificate** *(format enclosed)* as per para 3.16 of Agreement between PSU & NESTS which is reproduced below:

"The Construction Agency shall submit the completion certificate, duly signed by the competent technical authority of their organization on the prescribed proforma within 30 days after the completion date before the buildings and work are inspected by the owner/client for taking over."



In addition, following documents and items shall be handed over with **Handing Over/Taking Over of EMRSs by Construction Agencies to NESTS**:

1. Certified Completion/ As Made drawings of Buildings, Services, Campus and Landscaping.
2. Certified "AS Made Structural Drawings".
3. Structural Stability Certificate.
4. Original guarantees/warrantees for water proofing.
5. Standard Measurement Book for periodical repairs & maintenance purposes.
6. O & M manuals and write up for specialised services such as STP, DG Set, Fire Fighting System etc.
7. Special Tools & Tackles if any.
8. Keys' Set with room number/room name on the key chains.

With warm regards,



(Asit Gopal),
Commissioner, NESTS

Encl.: As above

Copy To:

1. Zonal Manager, EMRS Works of the PSUs;
2. Nodal Officer, EMRS Works of the PSUs;
3. Nodal Officer, EMRS Works of CPWD;
4. Executive Engineers of CPWD, EMRS Works;
5. Nodal Officer, State/UT EMRS Society;
6. Guard File.



असित गोपाल, भा.व.से.
Asit Gopal, I.F.S
आयुक्त
Commissioner



भारत सरकार
Government of India
जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
राष्ट्रीय आदिवासी छात्र शिक्षा समिति
National Education Society for Tribal Students (NESTS)

F. No: NESTS/EMRS/CBSE/82/2021-2022/511

Dated: 05th September, 2023

The Nodal Officers,

State/UTs EMRS Society,
(As per list)

Subject: i) Regarding non adherence of procedure during applying for CBSE affiliation.
ii) Forwarding suggestive formats of essential documents required to be uploaded at the time of applying for CBSE affiliation of school through SARAS portal – reg.

Ref: - CBSE letter no. के.मा.शि.बो/संबद्धता/नोडल अधिकारी/2023, dated 09.08.2023.

Sir/Madam,

With reference to the above subject, it is observed that the majority of EMRS' Principal or otherwise, applying for CBSE Affiliation do not adhere to the board's affiliation procedures which is also highlighted by CBSE vide its letter dated 09th August, 2023.

In furtherance to the above, it is stated that schools while applying for CBSE affiliation are neglecting to upload requisite documents/incorrect documents such as State Approval Letter, Establishment Letter, Building Safety Certificate, Fire Safety Certificate, Safe Drinking Water and Sanitary Condition Certificate, Land Certificate etc. issued by competent authority.

Due to the above negligence and irregularity, significant delay is observed in CBSE affiliation of the schools, as the incomplete application form gets rejected during the scrutiny of application form by CBSE.

Apropos to the above, for your convenience, suggestive formats of essential documents required to be uploaded for application under various categories of affiliation with CBSE is attached herewith for ready reference and list of documents is also mentioned **at Annexure- 1**. It is again highlighted that all the above documents or as prescribed by CBSE, is required to be uploaded on SARAS portal at the time of applying for CBSE Affiliation.

Accordingly, you are kindly requested to instruct all EMRSs under your jurisdiction to upload the above-mentioned documents in the suggestive format on the SARAS Portal so that CBSE can process the affiliation procedure without any delay, in case of any technical glitch, kindly write an email to techhelp.cbse@gmail.com & cbse.aff@nic.in

With regards

(Asit Gopal)

Commissioner, NESTS

Copy to:

1. The Principal Secretary, Tribal welfare department, Govt of State/UT (as per list) with similar request and for information please.

THE DETAILS OF THE FORMATS OF ESSENTIAL CERTIFICATES ARE ENCLOSED AS PER THE LIST APPENDED BELOW:

1. Land Certificate issued by DM/ ADM/ SDM/ Tehsildar/ Naib Tehsildar/ Registrar/ Sub Registrar/ Equivalent Land Authority. ([Annexure-2](#)).
2. Building Safety Certificate issued by Assistant Engineer and above rank officer of Govt. Department ([Annexure-3](#)).
3. Fire Safety Certificate issued by the concerned Fire Department ([Annexure-4](#)).
4. State Approval Letter issued by the Competent Govt. Authority ([Annexure-5](#)).
5. Establishment Letter as issued by the Competent Authority for location approval.
6. Water Sample Test Report from Public Health Engineer Department ([Annexure-6](#)).
7. Facility of potable water & Sanitation certificate issued by the Competent Govt. Authority. ([Annexure-7](#))
8. No Objection Certificate from the concerned State/UT Govt. ([Annexure-8](#))
9. Society/ Trust/ Company registration ([Annexure-9](#))
10. Self-Certification ([Annexure-10](#)).

Very Important Note:

- a) *All the above essential documents are to be uploaded on SARAS portal either in English/Hindi language only.*
- b) *In case of, any certificate in vernacular medium, the translated notarized version in English language along with the original in the vernacular medium to be uploaded.*
- c) *In case of non-submission of these essential certificates as per the suggestive format, the application shall be rejected by the board.*

FIRE SAFETY CERTIFICATE

No.

Dated:

Certified that the (name of the building or premises) at (address) comprised of basement(s) and (upper floors) owned/ occupied by (name of the institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/ UT Fire Service Rules, and verified by the officers concerned of Fire Service on (date of inspection) in the presence of (name and addresses of the Manager/ Secretary or his representative) and that the building/ premises is fit for occupancy upto classes (X/ XII) With effect from for a period of year in accordance with rule and subject to compliance of specific conditions as appended:-

- 1.
- 2.
- 3.
- 4.

Issued on (date of issue) at (place) by

*Strike out whichever is not applicable.

Signature with Seal:

Name :

Designation :

Name & Address of Department/ Office:

To

.....

(Name & Address of the Institution)

ENDORSEMENT

The No Objection Certificate issued by Fire Service stand cancelled an annulled due to
(reasons to be recorded).

(Name and designation of the authorized signatory)

*** The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.**

BUILDING SAFETY CERTIFICATE

No.

Dated:

Certified that the existing building (name of the building or premises) at
..... (address) comprised of basement(s) and
..... (upper floors) owned/occupied by
.....
..... (name of the Institution) have complied with the Building safety requirements in accordance with National Building code Rules, and verified by the officers concerned of (Name of Department/ Govt.) on.....(date of inspection) in the presence of (name and addresses of the Manager/Secretary or his representative) and that the building/premises is fit for occupancy upto classes(X/ XII) with effect from..... for a period of years in accordance with rule and subject to compliance of the specific conditions as appended.

- 1.
- 2.
- 3.
- 4.

Issued on at by

* Strike out whichever is not applicable.

Signature with Seal : _____

Name : _____

Designation : _____

Name & Address of Department/ Office: _____

(Assistant Engineer & above officer of concerned Govt. Department only)

Note: This certificate should be signed / issued by Assistant Engineer & above officer of concerned Govt. Department only

* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.

STRUCTURAL SAFETY CERTIFICATE

Name of Work:

Name of Construction Agency:

I have inspected the construction work of EMRS Phase-I/ Phase-II/ Single Phase at (village) (Block), (District), (State) comprising of School building, Boys' Hostel, Girls' Hostel, Kitchen & Dining Building, Warden residence, etc.

This is to certify that the work has been carried out as per vetted structural drawing and as per the CPWD specifications of works and the relevant Indian Codes of Practices applicable.

It is also certified that all the building units have been constructed with proper earth quake resistant design provisions as per the structural design approved by Prof. (Name of Professor) (Name of the Institute), (Place) and the building units are **STRUCTURALLY SAFE** for the intended use.

Signature

(Name)

(Seal)

Date:

Place:

Para 3.16 of MoU

After compliance of final TPQA report, the Construction Agency shall submit the completion certificate, duly signed by the competent technical authority of their organization on the prescribed performa as under within 30 days after the completion date before the buildings and works are inspected by the owner/client for taking over:

"I/We have inspected the work of _____ contract value of which is Rs. _____ vide agreement no. _____ today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications/drawings and has been completed satisfactory. There are no noticeable defects except the following:

- (i) _____
- (ii) _____
- (iii) _____

Dated signature with name and designation of
Technical Sanctioning Authority not below the
rank of Zonal Manager/Superintending Engineer