

# APPLICATION FOR DIFFERENT GRANTS INCLUDING CAPITAL GRANT

To : The Commissioner of School Education, W.B.

Through : The District Inspector of Schools (SE), \_\_\_\_\_

Purpose : Capital Grant for Building / Classrooms / Library / Laboratory / Playground / Furniture & Instruments etc.

1. Name of the School :

2. Address :

3. Telephone No. :

4. Mobile No. if any of the HM :

5. Sub Divn, Block, Panchayat :

6. Status :

(i) First recognition as \_\_\_\_\_ w.e.f. \_\_\_\_\_ Memo No. & Date \_\_\_\_\_

(ii) Upgraded to \_\_\_\_\_ w.e.f. \_\_\_\_\_ Memo No. & Date \_\_\_\_\_

(iii) Upgraded to \_\_\_\_\_ w.e.f. \_\_\_\_\_ Memo No. & Date \_\_\_\_\_

(iv) Upgraded to \_\_\_\_\_ w.e.f. \_\_\_\_\_ Memo No. & Date \_\_\_\_\_

7. Teaching Staff :

Posts	Upper Primary & Secondary Section					Higher Secondary Section			
	H.M.	Language Gr.	Science & Math Gr.	Social Science Gr.	W.E.& P.E Gr.	Science	Arts	Commerce	Total
(a) Regular									
(b) Para Teacher						x	x	x	
(c) Contractual	x	x	x	x	x				
No. of Existing teacher									
(a) Regular									
(b) Para Teacher						x	x	x	
(c) Contractual	x	x	x	x	x				



## 8. Non-Teaching Staff :

Posts	Libraian	Clerk	Hostel Super	Group-Ds					Total
				Peon	Night Guard	Lab attendant	Matron	Others	
No. of Sanctioned Post									
No. of Existing Post									

## 9. Student Enrolment as on the date of Inspection :

Class	V	VI	VII	VIII	IX	X	XI	XII	Total
As per Admission Register									
Attendance on the date of Inspection									

10. Subject introduced/taught in H.S. Section :
11. Status of present Management w.e.f :  
(if not managed by the Managing Committee,  
Please state in detail, Please mention dates)
12. (a) Building on own land/Rented Building :  
(b) Area of free land for the purpose :  
out of total
13. Existing No. of Rooms (pl. specify, Halls :  
Labs etc.
14. Condition of Building/Classrooms etc. :  
and photograph of the portion required civil  
work [Photograph(s) should be authenticated  
by the HM & Secretary of the School]
15. Details of water source :
16. Details of Power Supply (When grant is :  
sought for Electrical works)
17. Details of existing Furniture & Instruments :  
Laboratory/Library/Playground etc. (when  
grant is sought for Furniture/Instruments/  
Laboratory/Library/Play ground etc.
18. Specific Proposal and Proper Justification :  
(additional sheet may be attached)
19. Funds received from MP LAD/MLA LAD :  
SSM etc. during the last five years  
(if yes please state in detail including status  
of Utilization certificat)



20. (a) Whether Audit Report of the schools :  
accounts for last five years or since  
establishment of school, whichever  
is less, is enclosed with this application
- (b) Mention audit queries and action taken :  
thereof
21. Whether sanctioned plan and estimated :  
of the proposed work is duly verified by  
the competent authority and enclosed  
(in original) with this application
22. Whether attested photocopy of the :  
Committee Resolution regarding present  
Proposal is enclosed with this application
23. Any other relevant information :

( )  
Headmaster/Headmistress

Remarks of the District Inspector of Schools (Secondary Education) District  
(Please refer to S.E. Deptt., WB Memo No. 238-SE (P& B), dtd. 28.5.2012)

( )  
District Inspector of Schools  
(SE)