

Procedure

ਪ੍ਰਾਈਵੇਟ ਸਕੂਲਾਂ ਨੂੰ ਸੀ.ਬੀ.ਐਸ.ਈ/ ਆਈ.ਸੀ.ਐਸ.ਈ ਬੋਰਡ ਦੀ ਐਨ.ਓ.ਸੀ. ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ

Existing Procedure	Revised Procedure
<ol style="list-style-type: none"> 1. DPI office receives the reference in the Dak register and down mark to the AD. 2. AD Downmarks to Supdt. 3. Supdt. down marks to the Assistant. 4. Assistant . down marks to Clerk. 5. Clerk put up the file to the Assistant. 6. Assistant. after Examine the file sent it to the Supdt. 7. Supdt. sent the file to AD. 8. AD order to concerned DEO for inspection. 9. DO office receives the reference in the Dak register and down mark to the Supdt.. 10. Supdt. down marks to the Assistant. 11. Assistant . down marks to Clerk. 12. Clerk put up the file to the Assistant. 13. Assistant after Examine the file sent it to the Supdt. 14. Supdt. sent the file to Dy. DEO.. 15. Dy DEO send the file to DEO. 16. DEO issues the order to Inspect the concerned school with date and time . 17. After inspecting the concerned school along with staff members send the case with recommendation letter to the Directorate. 18. DPI office receives the reference in the Dak register and down mark to the AD. 19. AD Downmarks to Supdt. 20. Supdt. down marks to the Asst. 21. Asst . down marks to Clerk. 22. Clerk put up the file to the Assistant. 23. Asst. after Examine the file sent it to the Supdt. With recommendation letter. 24. Supdt. sent the file to AD with recommendation letter. 	<ol style="list-style-type: none"> 1. The School will make online request on prescribed performa to the concerned DEO. 2. Concerned DEO will order the inspection committee to inspect the school within 24 hours. The inspection Committee members are <ol style="list-style-type: none"> I. Deputy DEO II. One Principal of the school in same Block III. One Headmaster of the school in same block 3. The Committee will inspect the school and submit the report to the DEO office online within 7 days . 4. Concerned dealing assistant, Superintendent will jointly send the case online to the DEO within 24 hours. 5. DEO will forward the case with his recommendation to the DPI office within 24 Hours . 6. Concerned Assistant, Superintendent, DCFA and Assistant Director will Jointly check the case and send to DPI within 24 hours . 7. DPI will approve the case and send it to Education-3 Branch On-line within 24 hours. 8. Senior Assistant. and Superintendent of education-3 branch will check the case and will recommend to the special Secretary within 24 hours online. 9. Special Secretary School Education will send to Secretary school education for approval within 24 hours online. 10. Secretary school education will send it to Hon'ble Education minister for his approval online within 24 hours. 11. Hon'ble Education Minister Will approve the case and send to the Secretary Education within 24 hours 12. After approving the case by Secretary ,the sanction will be generated automatically by the

25. AD send the file to the DCFA to check Reserve money , processing fee and Balance Sheet.
26. DCFA send the file to the AD and AD send it to DPI with recommendation letter.
27. DPI approves and recommend the File and send to AD.
28. AD Downmarks to Supdt.
29. Supdt.down marks to the Assistant.
30. Assistant Prepares the forwarding letter and send the file to Supdt.
31. Supdt. after Examining it send to the AD Again .
32. AD after signing the letter send back it to Supdt.
33. Supdt. mark it to Disptacher to dispatch it to Education-3 Branch.
34. Education-3 office receives the reference in the Dak register and down mark to the Assistant
35. Assistant down marks to Clerk.
36. Clerk put up the file to the Assistant.
37. Assistant after Examine the file sent it to the Supdt.
38. Supdt. sent the file to Special Secretary.
39. Special Secretary examines the file and send it to Education Secretary.
40. EducationSecretary send it to The Hon'able Education Minister .
41. Education Minister approves the file and send it back to Secretary Education.
42. Education Secretary send the files to Special Secretary.
- 43.Special Secretary mark it to Supdt.Education-3 Branch.
- 44.Education-3 Branch Supdt. Send it to Assistant .
- 45.Assistant Prepares the NOC letter and send the file to Supdt.
- 46.Supdt. after Examining it send to the Special Secretary .
47. Special Secretary signs the NOC letter and send it to Education-3 Branch Supdt.
48. Education-3 branch supdt. mark it to Disptacher.
49. Disptach Clerk Disptach it to the concerned school .

system within 24 hours and will go to:

- (a) APPLICANT
- (b) DPI office
- (c) DEO
- (d) Assistant Director

Total time duration for NOC case :
408 Hours (17 days) .