



Shri Jawanthraj Tejraj Surana Jain
Vidyalaya & Junior College

(Affiliated to the CBSE, New Delhi)

ISO 9001 : 2000 Certified

2, Badrian Garden Lane, Park Town, Chennai - 600 003

Phone : +91 - 44 - 2535 7691 / 2536 8472 Email : info@suranaschool.com URL : www.suranaschool.com



IAS-AN



31-01-2019

To
The Revenue District Officer,
Tondiarpet,
Chennai-600081

Respected Sir/Madam,

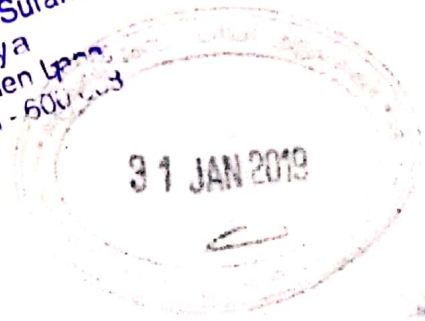
Sub: Request to Issue new Form-D license.

I request your goodself to issue new Form-D license for
procuring NOC (No Objection Certificate) from the State
Government. Documents required for the same are enclosed.
Kindly do the needful at the earliest.

Thanking you,

Tejraj Surana

Principal
Shri Jawanthraj Tejraj Surana
Jain Vidyalaya
No. 2, Badrian Garden Lane,
Park Town, Chennai - 600 003





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Respected Sir / Madam

List of certificates for System Generated Self Certificate

1. Copies of affiliation/up gradation letter and recent extension of affiliation, if any
2. Copies of societies/trust/company registration/renewal certificate, as applicable
3. Copy of no objection certificate (NOC) issued, if applicable, by the State Govt. /UT
4. Copies of recognition certificate under RTE act, 2009, and its renewal if applicable
5. Copy of valid building safety certificate as per the national building code
6. Copy of valid fire safety certificate issued by the competent authority
7. Copy of the DEO certificate submitted by the school for affiliation/up gradation/extension of affiliation or self-certification by school
8. Copies of valid water, health and sanitation certificates
9. Fee structure of the school
10. Annual academic calendar
11. List of school management committee (SMC)
12. List of parent's teachers association (PTA) members
13. Last three-year result of the board examination as per applicability

I hereby declare that the information provided herein and the list of documents appended herewith is true and correct to the best of my knowledge, belief and truly stated.

Principal

Secretary