



Sainik School Sujapur Tira

Distt. Hamirpur (HP) 176110

No. SSST/100/2/Adm/2010

Date : Mar 2010

The Parent of Roll No...../ST

ADMISSION TO SAINIK SCHOOL SUJANPUR TIRA **SESSION 2010-2011 : JOINING INSTRUCTIONS**

Dear Parent,

1. You will be glad to know that your ward has been selected for admission to Class VI/Class IX at this institution.

2. His admission is subject to verification of domicile, age and other documents asked for by this School. The proof of age will be accepted in accordance with instructions as laid down in School Prospectus or as ordered by Principal in specific cases. Parents belonging to Defence Category must submit certified true copy of date of birth of their sons as held by the Record Office concerned at the time of admission, if the same has not been sent earlier. In absence of date of birth certificate, the admission will stand cancelled. You are required to bring your ward for admission to this School at 0900 hrs on

3. Please provide your ward with clothing and other articles listed at **Annexure 'A'** to this letter. These articles must be brought at the time of admission, as your ward will be retained in the School from the date of admission.

4. The following documents/affidavits are required to be submitted by you at the time of admission of your son/ward. For specimen of these documents please refer to the School Prospectus :-

(a) School Leaving Certificate from the previous school duly countersigned by the competent authority HP Board of School Education /CBSE Board/ICSE Board, as applicable.

OR

Original Birth Certificate in case of those candidates not attended regular Schools.

(b) Service Certificate/Discharge Book in original with an attested copy (in case of serving Def/ Ex-Def Personnel).

(c) Four (04) passport size photographs of your ward.

(d) Information on Cadet as per **Annexure 'B'** of this letter.

(e) Authorization Certificate (in duplicate) as per **Annexure 'C'** of this letter.

(f) Domicile Affidavit (in duplicate) on non-judicial stamp paper of Rs.5/- as per **Annexure 'D'** and copy of Domicile Certificate (in duplicate) as per **Annexure 'D-1'** of this letter.

(g) Attested copy of Scheduled Tribe/Scheduled Caste Certificate (if applicable).

(h) Salary/Pension/Income Certificate (in duplicate) from concerned DDO as per **Annexure 'E'** of this letter. An additional Income Certificate would also be needed, if the boy's mother is also serving.

- (j) Income Affidavit (in duplicate) on non-judicial stamp paper of Rs.5/- as per **Annexure 'F'** of this letter.
- (k) Agreement Bond on non-judicial stamp paper of Rs.5/- between parent/ guardian and the concerned State Government as per **Annexure 'G'** of this letter (for all EXCEPT serving Defence category candidates).

OR

Agreement Bond on non-judicial stamp paper of Rs.5/- as per **Annexure 'H'** of this letter, between parent/guardian and the BoG, Sainik Schools Society, Ministry of Defence (in case of Serving Defence Category candidates).

OR

Agreement Bond on non-judicial stamp paper of Rs.5/- as per **Annexure 'K'** of this letter, between parent/guardian of other states and the BoG, Sainik Schools Society, Ministry of Defence (in case of candidates domicile of other states other than HP State).

5. In case the parent (father and/or mother) of the boy is alive, a guardian CANNOT sign the documents, bonds or affidavit of Income etc. Legal Guardian CAN ONLY sign/execute documents/bonds or affidavits, if both mother and father are not alive.
6. Please note that the authenticity of all Affidavits is liable to be investigated by the Competent Authority. In case, they are found incorrect or fabricated at any stage, legal action will be taken to initiate criminal proceedings and to recover the entire scholarship amount from the parents. The concerned boy in such a case shall be withdrawn from the school immediately.
7. The complete set of documents must be brought at the time of admission. In case of incomplete documents, the admission will be denied and next candidate will be called for admission. Once the admission is refused, it shall not be offered again.
8. All the parents are requested to get the chicken pox vaccine done of their wards before joining the school and produce the certificate to this effect at the time of admission of their ward.
9. You will be required to deposit the following School dues on the date of admission in the form of Demand Draft in favour of "**PRINCIPAL, SAINIK SCHOOL, SUJANPUR TIRA (HP)**" to be payable at **Punjab National Bank (Code 0890) OR Canara Bank (Code 02558) OR State Bank of India (Code 10726) OR Kangra Central Cooperative Bank Limited at Sujanpur Tira (HP).**

(Amount in Rupees)

S. No.	Particulars	Class - VI		Class - IX	
		Category		Category	
		Gen/Def	SC/ST	Gen/Def	SC/ST
(i)	Caution Money	3,000.00	1,500.00	3,000.00	1,500.00
(ii)	Tuition Fee	52,493.00	52,493.00	52,493.00	52,493.00
(iii)	Dietary Money	15,340.00	15,340.00	15,340.00	15,340.00
(iv)	Pocket Money	1,500.00	1,500.00	1,500.00	1,500.00
(v)	Incidental Charges	1,500.00	1,500.00	1,500.00	1,500.00
(vi)	Warder Charges	370.00	370.00	370.00	370.00
(vii)	Clothing Money	1,500.00	1,500.00	1,500.00	1,500.00
(viii)	Computer Fee/Cable Charges	350.00	350.00	350.00	350.00
(ix)	Stationery/Text Books	1,300.00	1,300.00	1,300.00	1,300.00
(x)	CBSE Fee	- - -	- - -	50.00	50.00
TOTAL		77,353.00	75,853.00	77,403.00	75,903.00

10. An additional amount of Rs.2,000/- (Rs thousand only) other than mentioned above, is required to be deposited, while opening a new Saving Account in your ward's name at Punjab National Bank, Extension Counter in Sainik School, Sujampur Tira (HP) to meet the expenditure on items not covered in the list.

11. The rate of Tuition Fee is revised by Board of Governors, Sainik Schools Society, Ministry of Defence at the rate of 10% annually. It will be mandatory for all the parents to accept such revised fee from time to time. An undertaking as given below will be submitted by every parent/guardian at the time of admission of his ward/son :-

"I father/guardian of Master Roll No. hereby undertake that I will continue to pay the school dues/fees or increase thereon regularly as communicated to me by School authorities from time to time."

12. In case by any reason, you have changed your mind and therefore not interested to admit your son/ward to this institution, please inform us within 15 days from the issue of this letter, so that the vacancy is allotted to the boy next in the waiting list without loss of time and study.

13. You will have to make your own arrangements for stay at Sujampur Tira, when you visit us for the admission of your son/ward.

14. You will have **NO CLAIM** for admission of your son/ward to this institution, after the **DATE OF ADMISSION** as communicated in this letter.

15. Any correspondence in future with the institution would be made by clearly mentioning the Roll No. (to be issued at the time of admission) of your son/ward. Correspondence without mentioning Roll No. may not get you the School response.

Yours faithfully,

Encls : As above.

(SS Minhas)
Colonel
Principal

(A) List of articles to be provided by the parents/guardians :-

<u>Sl.</u>	<u>Name of Item</u>	<u>Quantity</u>
1.	Steel Trunk 24" x 15" x 12"	01 No.
2.	Locks with duplicate keys	02 Nos.
3.	Hangers	06 Nos.
4.	Needles	02 Nos.
5.	Thread Reels (White & Khaki)	01 each
6.	Buttons (White & Khaki)	01 Pkt each
7.	Nail Cutter	01 No.
8.	Tooth Brush	02 Nos.
9.	Tongue Cleaner	02 Nos.
10.	Tooth Paste	02 Nos.
11.	Soap Case	02 Nos.
12.	Air Bag	01 No.
13.	Surf Powder	01 Pkt
14.	Bucket & Mug (Plastic)	01 each
15.	Steel Glass	01 No.
16.	Combs	02 Nos.
17.	Hair Oil	01 Bottle
18.	Mirror	01 No.
19.	Permanent Ink Marker	01 No.
20.	Clip Board	01 No.
21.	Torch with Cells	01 No.
22.	Water Bottle	01 No.
23.	Bed Holder	01 No.
24.	Handkerchiefs White	06 Nos.
25.	Shirt Terrycot White (Full sleeve with one pocket on left side)	02 Nos
26.	Shirt Terrycot White (Half sleeve with one pocket on left side)	02 Nos.
27.	Trouser Terrycot – White (With bottom not exceeding 18 inches)	02 Nos.
28.	Trouser Terrycot – Black (With bottom not exceeding 18 inches)	02 Nos.
29.	Shorts Navy Blue – 3" above Knees	02 Nos.
30.	Vest – White Cotton	06 Nos.
31.	Underwear	06 Nos.
32.	Quilt and Light Blanket	01 each
33.	Quilt Cover – White	02 Nos.
34.	Pillow (16"x24") with White Cover	02 Nos.
35.	Night Suit – Light Blue (Poplene/Terrycot)	02 pairs
36.	Narrow Leather Belt for Trousers	01 No.
37.	Towel Bath	02 Nos.
38.	Hand Gloves – Woollen (Black)	01 pair
39.	Woollen Cap	01 No.
40.	Bed Sheet – White	02 Nos.

41.	Under turbans (for Sikh boys only)	03 Nos.
42.	Pugree/Patka Navy Blue (for Sikh boys only)	02 Nos.
43.	Raincoat with Cap (Will be provided by the School on payment of Rs.357/-)	01 No.
44.	Shoes Lakhani/Action –White (Water resistance)	01 pair
45.	Shoes Leather Black Oxford Pattern (Leather/PVC Sole)	01 pair
46.	Socks – Nylon White	03 pairs
47.	Socks - Nylon Black	02 pairs
48.	Socks Woollen Black	02 pairs
49.	Mosquito Net – Brown	01 No.
50.	Stamp Pad	01 No.
51.	Coir Mattress (72" x 36" x 3") (Also available with School on contract rate)	01 No.

(B) Items proposed to be provided by the School out of Clothing Allowance of Rs.1,500/-.

1.	House Colour T-Shirts	02 Nos.
2.	Cap Beret Navy Blue	01 No
3.	Cap Badge	01 No.
4.	Shoulder Title (SSST)	01 pair
5.	School Belt Leather	01 No.
6.	School Tie	01 No.
7.	Scarf	01 No.
8.	Pocket Crest for Blazer	01 No.
9.	Buttons Crested Hollow	08 Nos.
10.	Khaki Terricot Shirts	02 Nos.
11.	Khaki Terricot Trousers	02 Nos.
12.	Worsted Grey Trouser	01 No.
13.	Bed Cover	01 No.
14.	School Belt Polyester	01 No.

(C) Following items will be issued to cadets by the School on Payment, the cost of which (Approx. Rs.1,800/-) will be borne by the parents :-

1.	Jersey Woollen Grey Sleeveless	01 No.
2.	Jersey Woollen Grey Full Sleeves	01 No.
3.	School Blazer Navy Blue	01 No.
4.	Track Suit	01 No.
5.	Shoes – Leather	01 Pair

INFORMATION ON CADET

(Please fill in the appropriate columns related to each concerned)

Name :

Roll No.....

Name

Age

Name of chronic/dead/
alive prolonged disease

1. Grand Father

2. Grand Mother

3. Father

4. Mother

5. Brother/s –
a)

b)

6. Sister/s –
a)

b)

7. Is it a joint family? : YES/NO

8. Who is permitted to communicate with School on behalf of father? His/Her name, relation and signature.

Name.....

Relation

Signature

9. Is the boy seeking admission 1st/2nd/3rd child in the family? :
.....

10. Address on which communication is to be made in emergency?

Name.....

Tel/Mob. No.

Person.....

Place.....

11. Name of the School and place/s, where the child has studied so far.

.....

12. Any recurrent illness in the boy such as Flue, Allergy, tonsillitis, stomach pain etc.

.....

.....

- 13. Any reaction of drug/injection etc. when administered to boy.
.....
.....
- 14. Any habit/tendency in the child regarding special attention and guidance.
.....
.....
- 15. What does he like most?
 - a)
 - b)
 - c)
- 16. Whom does he is confident in the family?
Name.....
Relation.....
- 17. Can he –
 - a) Read English : YES / NO
 - b) Write in English : YES / NO
 - c) Converse in English : YES / NO
 - d) Understand English : YES / NO
- 18. Any achievement in Co-curricular activities :-
 - i)
 - ii)
 - iii)
- 19. Who is his friend in the family? : Mother / Father/ Grand Father / Grand Mother
- 20. Any other information :

AUTHORIZATION CERTIFICATE

(To be filled and submitted in duplicate)

I, father/guardian of Master Roll No..... do hereby authorize the following persons to meet my ward in the school premises / to collect my ward for short leave, summer and winter vacations with prior permission of the school authorities. The passport size photographs of the persons so authorized are pasted on the certificate along with their signatures and contact addresses in duplicate :-

1. Name and address in :
Full with Pin Code and
Telephone Number
with STD Code.



PHOTO

Signature :

2. Name and address in :
Full with Pin Code and
Telephone Number
with STD Code.



PHOTO

Signature :

3. Name and address in :
Full with Pin Code and
Telephone Number
with STD Code.



PHOTO

Signature :

4. Name and address in :
Full with Pin Code and
Telephone Number
with STD Code.



PHOTO

Signature :

(Signature of Parent/Guardian)

Annexure : 'D'

(To be typed neatly on Rs.5/- Stamp Paper)

DOMICILE AFFIDAVIT

I, S/o Shri father of
Cadet, do hereby solemnly declare and affirm that my state of
domicile is Village Post Office Tehsil
..... District of State.

Domicile certificate from the District Magistrate of, submitted
by me is genuine and correct.

I also guarantee that in case my domicile is found incorrect or false, I shall be liable to
refund the entire amount of Scholarship awarded to the my ward and/or other penalty that may
be imposed by the Government.

I further declare that my above statement regarding my state of domicile is correct to the
best of my knowledge and belief and nothing has been kept concealed.

Date:

DEPONENT

(To be attested by Executive Magistrate)

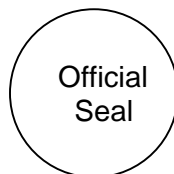
=====

Annexure : 'D-1'

DOMICILE CERTIFICATE

Certified that Shri..... S/o Shri
Resident of Village..... Post Office Tehsil
District of..... State is domicile of

Place :
Date :



District/Executive
Magistrate

SALARY CERTIFICATE

(The break down of the Salary should be given under the following sub-heads in duplicate)

Details of pay and allowances in respect of : -

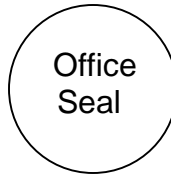
Shri Designation
 Father/Mother of Roll No.....

studying in Sainik School, Sujampur Tira (HP).

(a) Basic Pay	Rs.....
(b) Dearness Pay/Allowance	Rs.....
(c) Special Pay	Rs.....
(d) City Compensatory Allowance	Rs.....
(e) Over Time Allowance	Rs.....
(f) H.R.A. or Rent Free Accommodation	Rs.....
(g) Conveyance Allowance	Rs.....
(h) Deputation Allowance	Rs.....
(i) Honorarium	Rs.....
(j) Income from all other Sources	Rs.....
(k) Bonus	Rs.....
TOTAL :	Rs.....

Certified that the total salary is Rupees
 per month.

Place :.....
 Date :.....



Signature of Drawing
 & Disbursing Officer

(To be typed neatly on Rs.5/- Stamp Paper)

GOVT OF HIMACHAL PRADESH / OTHER STATE
EDUCATION DEPARTMENT**AGREEMENT BOND**

I, (Name of father/ Guardian) resident of Village Post Office Tehsil District of state, severally bind myself to refund to the Govt. of Himachal Pradesh/..... (Other State) (Education Department), the amount of Scholarship, which has been received or will be received in future by my son Cadet (Name of student) who has been sponsored to Sainik School, Sujampur Tira from Himachal Pradesh/..... (State), in the event of the forfeiture by the School of the grant of scholarship under rule of the procedure for grant of scholarship.

In the presence of -
(Names & Addresses)
Witness No.1 to the above Signatures
(Name & Address)

Signature of Parent/Guardian
with their Name & Full Address

Witness No.2 to the above Signatures
(Name & Address)

ATTESTED

Place :.....
Date :.....



District/Executive Magistrate

(To be typed neatly on double space on Rs.5/- Stamp Paper)

AGREEMENT BOND

(To be executed by the Parents/Guardians of Students - Other than Full Fee Payees
at Sainik School Sujapur Tira.)

This Agreement is made on this day of2010. between Shri/Smt..... of (hereinafter called the Guarantor, which expression shall unless excluded by the context of the meaning thereof be deemed to include his heirs, executors, administrators and legal representatives) of the one part and the Board of Governors, Sainik Schools Society (hereinafter called 'Governors', which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of Sainik School Sujapur Tira) of the other part.

WHEREAS son of (hereinafter called the student) is the son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School Sujapur Tira (HP) inter alia, on the terms and conditions hereinafter appearing for purpose of receiving education with a view to making the regular Armed Forces his profession in life, if considered by the appropriate authority to be suitable and if there is any vacancy and if he be selected.

NOW IT IS HEREBY AGREED BY AND between the parties hereto as follows :-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the guarantor convenient with Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period or until he is declared fit for entry to the regular Armed Forces and that he, the guarantor shall pay to the Governors regularly and promptly and whenever called upon to do so all the fees as prescribed and revised, if he is not in receipt of any scholarship.

That if for any reasons not beyond the control of either the student or the guarantor, the student fails to pursue his studies at the said school before appearing for selection for entry to the regular Armed Forces or fails to appear for the said selection or in the event of his not succeeding in the said selection, fails to reappear for selection, till such time as his age permits him to do so, according to the rules and regulations for the time being in force or having been declared successful at the said selection does not proceed to one of the said institutions to which he may be directed to proceed for being trained for entry into the Regular Armed Forces or having joined the said institutions fails to complete the training there at for the entry into the regular Armed Forces or having joined the said institutions, fails to join regular Armed Forces after completing the training there at the said institution, then and if any such case the guarantor shall forthwith pay to the Government/ Central Government the value of the scholarships he has received for the period the student was at the said School.

That if after admission any of the following viz. proof of domicile, certificate of age and statement of income supplied by the guarantor, is found to be false in any way or not in order the guarantor shall forthwith pay the Government/Central Government (the value of the scholarships he has received) for the period, the student was at the said School.

That if after admission, the student is found to be medically unfit in any way at the time which might according to the opinion of the appropriate medical authority, render him unfit for his future entry to the regular Armed Forces, the student will be withdrawn at once, but it would be open to the guarantor to retain him at the School on payment of full fee prescribed by the Governors from the date, the student is found medically unfit.

That the Governors will not be liable for any damages/charges on account of injuries which may be sustained by the student at any time during his stay in the School while taking part in Sports, NCC, Hikes, any Adventure Activities or other extra curricular activities of the School or by self medication/self injury. All expenses that may be incurred in treatment of such injuries will be borne by the parent/guardian as provided in rules of the said School.

And that if there is any dispute as to the effect or meaning of these presents or any way touching or arising out of these presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools, whose decision shall be final.

IN WITNESS WHEREOF has set his hand and **Principal, Sainik School, Sujanpur Tira (HP)** by order and direction of the Board of Governors has set his hand the day and the year first above written.

Signed by -
In the presence of
(See note (b) below)

For and on behalf of the
Board of Governors, Sainik Schools

Note :

- (a) The agreement bond is to be duly stamped. The necessary stamp paper for Rs.5/- is to be purchased from the local Revenue Office.
- (b) The signature of the Guarantor is to be witnessed at Sainik School.
- (c) The space provided for the date in the first para of the agreement is not to be filled by the Guarantor. The same will be filled in on the date on which the agreement will be signed by the Principal, Sainik School.

(To be typed neatly on double space on Rs.5/- Stamp Paper)

AGREEMENT BOND

(To be executed by the Parents/Guardians of Students of Full Fee Payee
(Other State) Students at Sainik School Sujapur Tira)

This Agreement is made on this day of2010. between Shri/Smt..... of (hereinafter called the Guarantor, which expression shall unless excluded by the context of the meaning thereof be deemed to include his heirs, executors, administrators and legal representatives) of the one part and the Board of Governors, Sainik Schools Society (hereinafter called 'Governors', which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of Sainik School Sujapur Tira) of the other part.

WHEREAS son of (hereinafter called the student) is the son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School Sujapur Tira (HP) inter alia, on the terms and conditions hereinafter appearing for purpose of receiving education with a view to making the regular Armed Forces his profession in life, if considered by the appropriate authority to be suitable and if there is any vacancy and if he be selected.

NOW IT IS HEREBY AGREED BY AND between the parties hereto as follows :-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the guarantor convenient with Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period or until he is declared fit for entry to the regular Armed Forces and that he, the guarantor shall pay to the Governors regularly and promptly and whenever called upon to do so all the fees as prescribed and revised, for education in the Sainik School.

That the Governors will not be liable for any damages/charges on account of injuries which may be sustained by the student at any time during his stay in the School while taking part in Sports, NCC, Hikes, any Adventure Activities or other extra curricular activities of the School or by self medication/self injury. All expenses that may be incurred in treatment of such injuries will be borne by the parent/guardian as provided in rules of the said School.

And that if there is any dispute as to the effect or meaning of these presents or any way touching or arising out of these presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools, whose decision shall be final.

IN WITNESS WHEREOF has set his hand and **Principal, Sainik School, Sujanpur Tira (HP)** by order and direction of the Board of Governors has set his hand the day and the year first above written.

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In the presence of
(See note (b) below)

For and on behalf of the
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- (c) The space provided for the date in the first para of the agreement is not to be filled by the Guarantor. The same will be filled in on the date on which the agreement will be signed by the Principal, Sainik School.