

Documents required for SCHOOL DSC

PRIVATE SCHOOL DSC

Paper-based (Traditional Method)

For Private School

1. Application Form
2. Photo of applicant.
3. Personal pan for applicant.
4. Proof of principle/head of school.(School ID card)
5. Registration certificate(recognized by CBSE or government body)
6. Bank Statement.
7. Authority letter (It should be on letter head only)
(Authority letter should be signed by the reporting authority of the school)
Reporting authority - Zonal officer of education.
8. Authorizing person sign id required.
9. Video required.

Paperless

For Private School eKYC

1. Photo of applicant.
2. Personal pan for applicant.
3. Proof of principle/head of school.(School ID card)
4. Registration certificate(recognized by CBSE or government body)
5. Bank Statement.
6. Authority letter (It should be on letter head only)
(Authority letter should be signed by the reporting authority of the school)
Reporting authority - Zonal officer of education.
7. Authorizing person sign id required.
In video (Applicant's Pan or Aadhar, Authority letter)

Schools comes under trust

Paper-based (Traditional Method)

Schools comes under trust

1. Application Form
2. Photo of applicant.
3. Scanned copy of Applicant's Pan or Aadhar, whichever number is mentioned in Order.
4. Proof of principle/head of school.(School ID card)
5. Registration certificate(recognized by CBSE or government body)
6. Trust Bank Statement.
7. Trust deed (Relation of school with trust should be mentioned)
8. Trust Pan card
9. Authority letter (It should be on letter head only)
(Authority letter should be signed by the listed trust members)
10. Authorizing person sign id required.
Video required

Paperless

Schools comes under trust (Ekyc Paperless)

1. Photo of applicant.
2. Scanned copy of Applicant's Pan or Aadhar, whichever number is mentioned in Order.
3. Proof of principle/head of school.(School ID card)
4. Registration certificate(recognized by CBSE or government body)
5. Trust Bank Statement.
6. Trust deed (Relation of school with trust should be mentioned)
7. Trust Pan card
8. Authority letter (It should be on letter head only)
(Authority letter should be signed by the listed trust members)
9. Authorizing person sign id required.
In video (Applicant's Pan or Aadhar, Authority letter)

Govt. School DSC

Paper-based (Traditional Method)

Schools comes under Govt.

1. Application Form
2. Photo of applicant.
3. Scanned copy of Applicant's Pan or Aadhar, whichever number is mentioned in Order.
4. Proof of principle/head of school (Govt. official ID)
5. Authority letter (It should be on letter head only)
(Reporting authority - Zonal officer of education.)
6. Authorizing person Govt. official ID.

Paperless

Govt. Schools (Ekyc paperless)

1. Photo of applicant.
2. Scanned copy of Applicant's Pan or Aadhar, whichever number is mentioned in Order.
3. Proof of principle/head of school (Govt. official ID)
4. Authority letter (It should be on letter head only)
(Reporting authority - Zonal officer of education.)
5. Authorizing person Govt. official ID.