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**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

No. CBSE/Aff/DS/PA/Circular/2013/596410

21.08.2013

Circular No. 13

To

All the Principals of the schools affiliated to the CBSE

Sub: Amendment/Addition in Affiliation Bye-Laws of the Board-reg.

Sir/Madam,

Consequent upon recommendations of the Affiliation Committee made in its meetings held on 26.3.2013 and 24.6.2013 and subsequently approval of the Governing Body of the Board in its meeting held on 28.6.2013, the following amendments/additions in Affiliation Bye-Laws of the Board have been made by the Board:-

S.No	Existing Rule and Provisions	Amended Rule
1.	Addition	Added under Chapter-IV Rule 19.1 (ii) (a):  "Any franchisee school making payment on account of use of name, motto and logo of franchiser institution or any other non-academic activities would be termed as commercialization of institution and to provide an affidavit that the school/society has not entered into any such contract to use Name, logo, motto for consideration of fee".
2.	Rule 7.2 No part of income from the institution shall be diverted to any individual in the Trust/Society/ Company registered under section 25 of the companies act, 1956 School Management Committee or to any other person. The savings, if any, after meeting the recurring and non-recurring expenditure and contributions	Rule 7.2 No part of income from the institution shall be diverted to any individual in the Trust/Society/ Company registered under section 25 of the companies act, 1956 School Management Committee or to any other person. The savings, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds may be further utilized for promoting the school. School seeking affiliation or affiliated with the Board should maintain its account in a transparent and accountable manner based on accounting standard. For reference please see 'guidance note

	to developmental, depreciation and contingency funds may be further utilized for promoting the school. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the Board every year.	on accounting by schools' brought out by the institute of Chartered Accountants of India which is also available on CBSE website <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> .  The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per rules. A copy each of the Statement of Accounts should be sent to the Board every year. <b>Accounts of affiliated schools are liable to be audited by the Board.</b>
3	Addition	Rule 8.7(iv) It is mandatory for all independent category of schools affiliated to the Board to follow CBSE Inter School Sports & Games Competition rules as framed from time to time
4	Addition	Rule 8.7 (v) No independent Category of Schools affiliated with the Board shall endeavour to entertain the candidates for participation in Inter Schools Sports & games Competitions who are not on its roll, nor shall it entertain such candidates who belong to any unaffiliated branch or school to participate in any of the Inter School Sports & Games Competitions.
5	Addition	Rule 8.7 (vi) Sports Fee: It is mandatory for all the Independent Category of Schools to remit Annual Sports Fee as prescribed by CBSE from time to time.
6	Addition	*Rule 17.2. a (xvi)  If it comes to notice & belief of the Board that an Independent Category of School affiliated with the Board has not complied with the Sub-Section 8.7(iv)(v)(vi) of this section.
7	Primary Teachers (To teach Classes I-V)  Higher Secondary with JBT (Two years) OR Intermediate/Senior Secondary with JBT (One year) Preference should, however, be given to trained graduates.	Chapter IX Rule 53.3  Primary Teachers (To teach Classes I-V)  (a) Senior Secondary (or its equivalent) with at least 50% marks and 2 year Diploma in Elementary Education (by whatever name known) OR Senior Secondary (or its equivalent) with at least 45% marks and 2 year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure), Regulations, 2002. OR Senior Secondary (or its equivalent) with at least



		<p>50% marks and 4 year Bachelor of Elementary Education (B.El.Ed.).</p> <p>OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 2 year Diploma in Education (Special Education).</p> <p>OR</p> <p>Graduation and two year Diploma in Elementary Education (by whatever name known)</p> <p>AND</p> <p>(b) Pass in the Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the guidelines framed by the NCTE for the purpose.</p>
8	<b>Addition</b>	<p>Chapter IX Rule 53.2.2(a)</p> <p>To teach the (Classes VI to VIII)</p> <p>Graduation and 2 year Diploma in Elementary Education (by whatever name known)</p> <p>OR</p> <p>Graduation with at least 50% marks and 1 year Bachelor in Education (B.Ed).</p> <p>OR</p> <p>Graduation with at least 45% marks and 1 year Bachelor in Education (B.Ed) in accordance with the NCTE (Recognition Norms and Procedure) Regulations issued from time to time in this regard.</p> <p>OR</p> <p>Senior Secondary(or its equivalent) with at least 50% marks and 4 year Bachelor in Elementary Education (B.El.Ed.).</p> <p>OR</p> <p>Senior Secondary(or its equivalent) with at least 50% marks and 4 year B.A/B.Sc.Ed. or B.A.Ed/B.Sc.Ed.</p> <p>OR</p> <p>Graduation with at least 50% and 1 year B.Ed. (Special Education)</p> <p>AND</p> <p>(b) Pass in Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.</p>

9	Chapter IX Rule 53.2.2  To teach Classes VI to X	Chapter IX Rule 53.2.2  <b>To teach Classes IX and X</b>
10	<u>ADDITION</u>	Chapter I (2) XXXIX – Composite Affiliation for Vocational courses also means affiliation from class IX to XII or XI & XII for schools offering only Vocational stream
11	<u>ADDITION</u>	Chapter II (3.2) vi – provisional affiliation of a school IX to XII or XI & XII under vocational stream only if the institution offers one compulsory vocational subject in class IX & X and or with compulsory two vocational subject in XI and XII
12	10. Staff and Service Conditions  5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than 3/4 of the total periods in a week.	10. Staff and Service Conditions  5. Normally a teacher should be engaged as a whole time employee except in special cases where work load does not justify a whole time teacher. No teacher, teaching the Secondary, Senior Secondary classes shall be required to teach more than 3/4 of the total periods in a week. However, in case of schools offering vocational courses the school can engage subject experts/ teachers on contract, on part-time, share resources with reputed and recognised institutions having expertise in the same subject.
13	<u>ADDITION</u>	13.1(a) The school seeking Board's affiliation under vocational stream or affiliated school seeking vocational subject approval shall be opened to inspection by a Inspection Committee deputed by the Chairman of the Board.
14	Chapter III 15.1. (c)  1. (c) Schools seeking fresh affiliation with the Board may apply for approval of middle class syllabus in the year preceding the year in which Class VI is proposed to be started except in case of switch over from other recognized Boards in India.	Chapter III 15.1. (c)  Schools seeking fresh affiliation with the Board may apply for approval of middle class syllabus in the year preceding the year in which Class VI is proposed to be started except in case of switch over from other recognized Board in India. However in case of schools seeking fresh affiliation under vocational stream from IX to XII or XI and XII should get prior approval from the Board before starting the institution.



15	<u>ADDITION</u>	Chapter III 15 3(a)  In case of established affiliated Sr. Secondary schools the Chairman of the Board may also grant provisional approval to start vocational courses on application by the institution for vocational courses subject to conduct of inspection of infrastructure within a period of three months
16	<u>Rule 15.5</u>  The inspection report along with observations of the office will be placed before the Affiliation Committee of the Board at its next meeting to decide whether the school be granted affiliation/approval etc., as the case may be. The decision about grant of affiliation etc. will be communicated to the school immediately after the approval of Affiliation Committee. In case of emergency, this power may, however, be exercised by the Chairman.	<u>Rule 15.5</u>  The inspection report along with observations of the office will be placed before the Affiliation Committee of the Board at its next meeting to decide whether the school be granted affiliation/approval etc., as the case may be. The decision about grant of affiliation etc. will be communicated to the school immediately after the approval of Affiliation Committee. In case of emergency, this power may, however, be exercised by the Chairman.  In case of schools seeking affiliation under Vocational stream, the Chairman of the Board looking into the importance of vocational education and implementation of NVEQF may grant approval to start an institution offering vocational courses. All such approvals will be placed before Affiliation Committee for ratification NIL
17	<u>Rule 20.2 (a)</u>  The school managing committee should consist of the following :— (a) the managing committee of a recognised aided school shall consist of not more than fifteen members; and the managing committee of a private unaided school shall consist of not more than twenty one members;	<u>Rule 20.2 (a)</u>  The school managing committee should consist of the following :— (a) the managing committee of a recognised aided school shall consist of not more than fifteen members; and the managing committee of a private unaided school shall consist of not more than twenty one members;  HOWEVER IN CASE OF ESTABLISHED AFFILIATED SENIOR SECONDARY SCHOOLS OFFERING VOCATIONAL SUBJECT ADDITIONAL MEMBER(S) (SUBJECT EXPERT(S) AS PER SUBJECT OFFERED MAY BE APPOINTED.

18	<u>ADDITION</u>	<p>Appendix II</p> <p>Affiliation fee payable</p> <p>Footnote below the table:</p> <p>Note: For Vocational Subject, above rates will be applicable on the basis of per paper multiply by the rate applicable.</p>
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#### 19. Chapter IX Rule 53.4

##### EXISTING

##### 4. Vocational subjects Teachers

A person possessing Post Graduate Degree in the concerned area e.g. M.Com. for Commerce based vocational courses, M.Sc. (Agriculture) for Agriculture based vocational courses, M.Sc. (Home Science) for Home Science based vocational courses, five years Arts Diploma in the area concerned for Fine Art based Vocational Courses, M. Music/Dancing for Music/ Dancing will be qualified to teach the concerned subject. For those vocational subjects where Master's Degree holders are not available, a person having 4/5 years education in the concerned area after doing Hr. Sec / Intermediate as the case may be, may be allowed to teach classes XI and XII as recommended in the N.C.E.R.T's paper on 'Higher Secondary and its vocationalisation'

For technological subjects, a person having 3 years diploma course of a Polytechnic with 2 years experience, or a Bachelor of Engineering may be treated as qualified to teach the subject.

Masters Craftsmen may also be engaged by the schools as part time instructors for practical training.

The Services of the existing staff be utilised fully. It would be advisable to entrust the teaching of the General Foundation Course under core course to the existing post graduate teachers as follows:

Science and Society  
Contemporary India  
D0-  
Problems of Rural  
Development

PGT Physics/Chemistry/Biology  
PGT History/Pol. Sc. Culture of India -  
PGT Eco./Agri./Sociology  
Commerce/Geography NIL



AMENDMENT IN Chapter IX Rule 53.4

Vocational subjects Teachers

S.No	Subject	Teachers qualifications	
		Essential	Desirable
19.1	Office Secretary ship	Post Graduate in Commerce/Business Management with a certificate /diploma in office secretarial ship from a recognized institution.  Or Graduates in Commerce /Business Management with a certificate /diploma in office secretarial ship from a recognized institution and two years teaching /working experience in some organization /office.	Good command over English and expertise in computers operations
19.2	Stenography and Computer Applications-	Post Graduate in Commerce/Business Management with a certificate /diploma in stenography from a recognized institution.  Or Graduates in Commerce /Business Management with a certificate /diploma in stenography from a recognized institution with a two years teaching /working o experience in some organization/office	Good command over English and expertise in computer operations
19.3	Fashion Design & Garment Technology	Bachelor Degree in Fashion Designing apparel construction or equivalent from Govt. recognised institutes	M.Sc. in Textile & clothing construction or M.Sc. in Fabric & Apparel Science or equivalent
19.4	Design Fundamental	Bachelor of Design or Master of Fine Arts or graduate with diploma/ certificate course on design with one year experience	
19.5	IT Application	MCA/M Sc (Computer science/M.Sc. (IT) Or BE./B.Tech. (CSE/IT) Or Same Qualification as mentioned for L I & II with at least 3 Yrs experience in teaching Or DOEACC (B-Level)	Post qualification Teaching Experience of One year
19.6	Mass Media and Media Production	M.A Hindi-Hindi medium, MA Eng- Eng medium +1yr. relevant Exp	Media related dip./degree
19.7	Bakery and Confectionery	M.Sc. (Food Technology), Bachelor Degree in Hotel Management & Catering Technology from NCHMT approved institutions or Diploma in Hotel Management & Catering Technology from NCHMT approved	Master Trainers Training from NCHMCT Recognized institutions

		institutions with five year teaching/Hotel experience.	
19.8	Front office Management	Bachelor Degree in Hotel Management & Catering Technology from NCHMT approved institutions or Diploma in Hotel Management & Catering Technology from NCHMT approved institutions with five year teaching/Hotel experience.	Master Trainers Trainee from NCHMCT Recognized institutions
19.9	Civil Engineering	Diploma in Civil engineering + 3 years of experience or B.E./B. Tech	
19.10	Foundry Technology	M.Sc. Chemistry teachers + 1 month intensive training	
19.11	Transportation System & Logistic Management	MA Eco./M.Com faculty with 1 week training in TS&LM	
19.12	Health and Beauty Studies	Graduate in any stream plus two years with Diploma in health care and beauty culture from a recognized polytechnic/institution and with a minimum of 2 years' experience of working in a beauty and health related set up.	
19.13	Textile Design	M.Sc. in Textile & clothing construction / Bachelor Degree in Textile engineering /Design- or equivalent or Diploma in Textile Design- Dyeing & Printing with five year teaching experience.	
19.14	Music Technical Production	Diploma in Music Technical Production with one year experience	
19.15	Beauty Services	Grad. In beauty culture/cosmetology & health from any recognized university. Exp. - 2-3 yrs. Grad (any) +2 yrs. diploma Diet & nutria- H.Sc. teachers Anatomy- Bio teacher Cosmetic Chemistry- Chem. Teacher	
19.16	Library and Information Sciences	Bachelors in library Science	One years' experience in library
19.17	Horticulture	Bachelor Degree in Horticulture /Agriculture or Diploma in Horticulture with five years' experience in teaching /farming related work	



19.18	Dairying Science and Technology	Bachelor's degree in Dairy Eng. or Dairy technology or Bachelor's degree in Agriculture with 5 years' experience in dairy industry	Masters in Dairy Technology/ Dairy Engg
19.19	Accountancy and Auditing	M.Com	
19.20	Marketing and Salesmanship	M.Com, MBA, PGD in Business Management/Marketing Or Graduates in commerce /Business Management with 2 years of teaching experience	
19.21	Banking	Post Graduates in Commerce/Business Management with experience of working in a bank Or Graduates in Commerce /Business Management with a two years teaching /working experience in some bank.	Specialization in Banking operations
19.22	Retail	MBA, M.Com, PG Diploma in Business Management/Retail	
19.23	Financial Market Management	M. Com. / MBA / MA (Economics) / Master of Financial Control / Master of Financial Services or equivalent for Accounting for Business.  OR Bachelor degree from recognized University / Institutes with NSE's Certification in Financial Markets (NCFM) having passed 3 modules with minimum 80% in  1. Financial Markets (Beginner's Module) 2. Capital Market Dealers Module 3. Derivative Markets Dealers Module.  OR Bachelor degree in Computer Science / Application from recognized University / Institutions with Minimum two years' experience of working in all the module of MS-Office (Word, Excel, PowerPoint, Outlook)	Bachelor of Education or teaching degree from recognized University / institution ii Having experience of Accounting Software.  Part Time Teachers  Practical trainers duly trained by organizations dealing in financial markets. The trainers should have passed relevant module of NSE. OR Practical Trainers should be from stock exchanges or stock broking companies / financial institutions or BPO Industry with minimum of 2 years' experience in the field.

19.24	Business Administration	MBA, M.Com, PG Diploma in Business Management	
19.25	Food Production	Bachelor Degree in Hotel Management & Catering Technology from NCHMT approved institutions or  Diploma in Hotel Management & Catering Technology from NCHMT approved institutions with five year teaching/Hotel exp.	Master Trainers Training from NCHMCT Recognized institutions
19.26	Food and Beverage Services	Bachelor Degree in Hotel Management & Catering Technology from NCHMT approved institutions or Diploma in Hotel Management & Catering Technology from NCHMT approved institutions with five year teaching/Hotel exp.	Master Trainers Training from NCHMCT Recognized institutions
19.27	Travel and Tourism	Bachelor Degree in Tourism or equivalent with two years' experience in teaching /industry  Or Any Bachelor's Degree with Diploma in Tourism & Travel with five year teaching/Working exp in the travel agency	Master's Degree in Tourism Administration or equivalent
19.28	Life Insurance	Master Degree in Insurance or its equivalent. Or BA / B.Com with one year diploma / certificate course on insurance from reputed institute	One year Experience in Insurance sector
19.29	Electrical Technology	B.E/B. Tech in Electrical Engineering or Electrical & Electronic Engineering or equivalent or Diploma in Electrical Engineering /Technology or equivalent with 5 year teaching or Industry experience.	Teachers Training from any NITTTR (National Institute of Technical Teachers Training and Research) or equivalent
19.30	Automobile Technology	B.E/B. Tech in Automobile Engineering or Mechanical engineering or equivalent Or Diploma in Automobile Engineering or Mechanical engineering with 5 year teaching or industry experience in the Automobile Sector.	Teachers Training from any NITTTR (National Institute of Technical Teachers Training and Research) or equivalent
19.31	Electronics Technology	B.E/B. Tech. in ETCE/ ECE electronics engineering/Technology or equivalent OR Diploma in ETCE/ECE with 5 year teaching or industry experience	Teachers Training from any NITTTR (National Institute of Technical Teachers Training and Research) or equivalent



19.32	Geo Spatial Technology	Post Graduate with Science/ Math/ Geography/ Computer Sciences/ IT	Bachelor of Education or teaching degree from recognized university / Institution Having knowledge of GIS and remote sensing
19.33	Ophthalmic Techniques	Diploma in Optical sciences Technology with 5 years of experience Bachelors in Medical Lab technology with 5 yrs experience in ophthalmic techniques	
19.34	Medical Laboratory Techniques	Bachelor Degree in Medical Lab Technology Or Diploma in Medical Lab Technology with five year teaching/Working experience in the laboratory.	MBBS / Masters in Medical Laboratory Technology
19.35	Healthcare Sciences	Graduate in any stream plus two years with Diploma in health care from a recognized polytechnique /institution and with a minimum of 2 years' experience of working in a health related set up.	
19.36	Medical Diagnostics	Bachelor Degree in Medical Lab Technology Or Diploma in Medical Lab Technology with five year teaching/Working exp. in the laboratory.	
19.37	Air Conditioning and Refrigeration Technology	B.E/B. Tech in Mechanical Engineering with 5 year teaching or industry experience in Air Conditioning & Refrigeration sector Or Diploma in Mechanical engineering with 5 year teaching or industry experience Air Conditioning & Refrigeration sector	Teachers Training from any NITTTR (National institute of Technical teachers training and Research) or equivalent
19.38	Auxiliary Nursing & Midwifery	B.Sc (N) or GNM with at least two year experience in hospitals/ institutes	
19.39	X-Ray Technician	Bachelor's degree in Radiology/ radiation physics with 5 years' experience in the same field. Bachelor's degree in physics with diploma in Diagnostic radiology with 5 years of relevant field experience	Master's degree in radiology
19.40	Poultry Farming	B.Sc/M.Sc (life science/ Agricultural science) with diploma/ certificate course on poultry farming	

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Chapter II Rule 3.3 (VI)

Every school should organize at least one week training programme for teachers every year in association with any teachers

Chapter II Rule 3.3 (VI)

Every school should organize at least one week training programme for Principals and teachers every year in

	training institute recognized by the State or Central Government or by any agency identified by the Board.	association with any teachers training institute recognized by the State or Central Government or by any agency identified by the Board.
21	Addition Rule 17.2 a(XVII)	* Rule 17.2 a(XVII) Violation of provisions of sub-clause Rule 3.3 (VI) of Chapter II
22	Addition Rule 17.2 a (XVIII)	Rule 17.2 a (XVIII)  Violation of provisions of sub-clause Rule 8.8 (iv) of Chapter II
23	Chapter II of Rule 4.1  Application 'On Line' for (a)approval of middle class syllabus, (b) provisional affiliation of a secondary school, (c) upgradation of the school for senior secondary stage as the case maybe, along with the prescribed fee should reach the Board's office latest by 30th June of the year preceding the session from which approval of syllabus/provisional affiliation/upgradation is sought. <i>The request for approval of middle class syllabus should be made only when the school has reached at least Class V.</i>	Chapter II of Rule 4.1  Application "On Line" for (a)approval of middle class syllabus, (b) provisional affiliation of a secondary school, (c) upgradation of the school for senior secondary stage and (d) <b>composite provisional affiliation upto Sr. Secondary level in one go or cases under switch over of Board</b> as the case maybe, along with the prescribed fee should reach the Board's office latest by 30th June of the year preceding the session from which approval of syllabus/provisional affiliation/upgradation is sought. <i>The request for approval of middle class syllabus should be made only when the school has reached at least Class V.</i>
24	Chapter III of Rule 15.11  Addition	Chapter III of Rule 15.11  The request for getting composite provisional affiliation in one go to start Class IX and Class XI in same academic session under fresh affiliation (having required infrastructure) or Board switch over cases should be made when Class VIII or as the case may be, has been started in the school.
25	Rule 8.8 (iv)  Every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.	Rule 8.8 (iv)  Every affiliated school to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc. (As per approved Board's proforma)



		The website so created should also have information with regard to fees charge. The mandatory disclosure under this should be mentioned conspicuously on the main menu of the website for easy access.
26	Rule 3.3 (I) chapter II	Rule 3.3 (I) chapter II
	The school seeking provisional affiliation with the Board must have formal prior recognition of the State/U.T. Govt. Its application either should be forwarded by the State Govt. or there should be a No Objection Certificate to the effect that State Government has no objection to the affiliation of the school with the CBSE. "No Objection Certificate" once issued to any school will be considered at par even if it prescribes a specific period of 'stage' unless it is withdrawn. Condition of submitting a No Objection Certificate will not be applicable to categories 3.1(i) to (iv)	The school seeking provisional affiliation with the Board must have formal prior recognition of the State/U.T Govt. and also to produce evidence to this effect that the applicant school had intimated to the concerned Education Department of the State about the application made to CBSE for seeking affiliation with the Board. In case, the Board receives any objection during the process of application of the school, the Board may ask the concerned school to produce the No Objection Certificate from the State Government or otherwise it would be assumed that concerned State/U.T. Government has No objection.  No Objection Certificate issued by the State/U.T Government to schools other than CBSE would be considered by the Board at par with the NOC that issued for seeking Affiliation with the CBSE.

Besides above the Board has also approved that the schools offering vocational courses can suffix "CBSE next generation school" with its name. If the school wishes to use the suffix, it will inform the Board in advance.

Note 1 The rules added and being reported against Rule 17.2.a (xvi), (xvii) & (xviii) are actually reported in the concerned Committee as 17.2. a (xv), (xvi) & (xvii) respectively by an inadvertent mistake. The same will be reported in the concerned Committee and Governing Body for rectification.

The above amendments/additions are brought to the notice of all concerned.

Yours faithfully,

*(Signature)*  
(U.C. Board)  
Deputy Secretary (Aff.)

Copy for information:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shahood Jeet Singh Marg, New Delhi- 16.

2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA-201307.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim-737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744101.
8. The Director of Education, S.I.E. CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Director, Central Tibetan School Administration, S S Plaza, Community Centre, Sector 3, Rohini, Delhi-85
10. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board
11. The Education Officers/ AEOs of the Academic Branch, CBSE.
12. PS to Director (IT) with the request to put this circular on the CBSE website.
13. The Research Officer (Tech.), CBSE, Rouse Avenue with request to put this circular on the CBSE Academic website
14. The Joint Director, Academic & Vocational Branch, CBSE
15. The Library and Information Officer, CBSE.
16. PS to Chairman, CBSE
17. PA to Secretary, CBSE
18. PS to CE, CBSE
19. PS to Director (Acad. & Trg.)
20. PS to Director/ Special Examinations)
21. PS to Director (Edusel and Vocational Education)
22. PRO, CBSE.