



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



No. CBSE/AFF/2022

Date: 19/05/2022

Circular No. 04/2022

To,  
The Heads & Managers of the Schools

### Sub: Submission of applications under various categories for session 2023-24 in SARAS Portal-reg

The Board has issued Circular no. 01/2022 dated 14.02.2022 regarding the submission of applications for Affiliation under various categories for the session 2023-24 in the SARAS Portal thereby the modifications in processing the applications from the session 2023-24 onwards have been informed.

Now, the Board is in receipt of various queries by phone calls, emails etc. from the stakeholders regarding the timeline for applications for session 2023-24. In this connection, the schedule of inviting applications for the session 2023-24 is given below:

Category of Affiliation	Revised Timeline for session 2023-24
<ul style="list-style-type: none"> <li>Fresh Affiliation and Up-Gradation of Affiliation</li> <li>Extension of Affiliation</li> <li>Additional Subject, Section Increase, Change of Name of the school, Change of Society/Trust/Company</li> <li>Special Provisions under Chapter-15 of CBSE Affiliation bye-laws, 2018</li> </ul>	<p><b>01/03/2022 to 31/05/2022 (1<sup>st</sup> Window)</b></p> <ul style="list-style-type: none"> <li>The schools whose application has been rejected in 2022-23 session, may also apply in this window period by indicating the old registration no. with requisite fees.</li> <li>The session for which application is made should be selected from the drop down list.</li> <li>Further, Second window for submission of applications for session 2023-24 will be opened from <b>1/08/2022 to 30/11/2022</b></li> </ul>

The Board vide Circular no 01 dated 14.02.2022 has communicated that schools seeking fresh affiliation shall proceed to apply, by filling the details at KYC level (First Stage) followed by uploading of mandatory documents in Part- A with an initial payment of Rs.10,000/- (Rupees Ten Thousand only). The schools whose documents does not meet the norms are given one more opportunity for re-uploading of the mandatory document/s within 15 days against the deficiency communicated by the Board through a link in the Progress panel. Therefore, schools should check the progress panel regularly.

On the basis of the scrutiny of these mandatory documents which have been re-uploaded by the school within 15 days of communication and only if the mandatory documents meet the norms, the application will be considered valid and shall be able to proceed for filling up Part B and other details, make final payment of balance fees. The inspection team will be constituted immediately and within a month the school should be ready for inspection.

The schools who have applied for Upgradation and Extension of Affiliation will also be given an opportunity for submission of documents against the deficiency communicated by the Board within 15 days through the progress panel. Thereafter, the application of the school will be processed on the basis of the documents which have been re-uploaded.

In case of non-uploading of correct mandatory documents within 15 days, the application of the school will be 'Rejected' automatically. The schools whose application stands rejected will have to apply afresh and initial payment made shall be forfeited and will not be adjusted.

(Anurag Tripathi)  
Secretary, CBSE

