



# 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./Circular/2024

Dated:31/01/2024

Circular No.04/2024

### CIRCULAR

To

All Heads & Managers of the Schools

Subject:- **Submission of applications under various categories of affiliation for the session 2025-26 in SARAS 5.0.**

The Board has decided to open the window of online applications for affiliation under various categories for session 2025-26 as per the timeline appended below. The applicant school are requested to follow the guidelines (manuals) of automated affiliation system given in SARAS Manual 5.0 available on website.

Categories of application	Timeline for application
<ul style="list-style-type: none"> <li>Approval for Middle Class Syllabus</li> <li>Fresh Affiliation upto Secondary Level</li> <li>Fresh Affiliation upto Senior Secondary Level</li> <li>Fresh Affiliation upto Secondary Level Switchover from Other Boards (Only Schools who are already affiliated to another Board)</li> <li>Fresh Affiliation upto Senior Secondary Level Switch over from Other Boards (Only Schools who are already affiliated to another Board)</li> <li>Up-gradation to Secondary Level</li> <li>Up-gradation to Senior Secondary Level</li> <li>Extension of Affiliation</li> <li>Permission of site shifting</li> <li>Restoration of affiliation</li> <li>Permission of two Shifts</li> <li>Section Increase</li> <li>Introduction of Additional Subject (Science for Sr. Sec level)</li> <li>Permission of name change of school / Society / trust</li> <li>Transfer of school from one society / trust to another</li> <li>Permission to increase / decrease / correction of land area of school.</li> </ul>	1 <sup>st</sup> February,2024 to 30 <sup>th</sup> April,2024





The following modes of application for affiliation and its modalities are as under:

**TABLE-A**

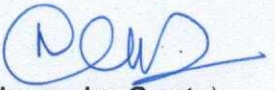
<b>Application</b>	<b>%of Inspection</b>	<b>Mode of Inspection</b>
Middle class syllabus Fresh Affiliation upto Secondary level Fresh Affiliation upto Senior Secondary level	Inspection 100% of applications	Physical
Fresh affiliation upto Secondary level / Switch over upto Secondary level from other Boards	Inspection 100% of applications	Physical
Fresh affiliation upto Senior Secondary level / Switch over upto Senior Secondary level from other Boards	Inspection 100% of applications	Physical
Up-gradation to Senior Secondary Level	Inspection 100% of applications	Physical
Permission of Site Shifting	Inspection 100% of applications	Physical
Permission of Two Shifts	Inspection 100% of applications	Physical
Restoration of Affiliation	Inspection 100% of applications	Physical
Section increase	Inspection of at least 10% of total application received	Virtual
Extension of Affiliation	Inspection of at least 3% of total application received Based on scores of School Report Cards.	Virtual
Introduction of additional science subjects i.e. Physics, Chemistry & Biology for Senior Secondary classes (In case, the school is already affiliated upto Senior Secondary Level without science subjects)	Inspection 100% of applications	Virtual



Introduction of additional non science subjects for Senior Secondary classes should update the data in OASIS portal and offer the subjects as per norms of the Board.	--	OASIS updation
Permission of name change of school/society	--	Scrutiny
Transfer of school from one society to another society/trust	--	Scrutiny
Permission to increase / decrease / correction of land area of school ( correction of land area means if there is any wrong entry / typographical error in the oasis data and there is no change in the land documents)	--	Scrutiny
Upgradation to Secondary Level	--	Automated Mode
Extension of Affiliation (97%)	--	Automated Mode

**\*Note-**

1. All existing schools must ensure that their OASIS data is updated. Please refer to circular 03/2024 dated 23.01.2024.
2. All existing schools intending to apply for extension/upgradation must also complete SQAAF prior to applying as this is mandatory requirement for applying under these two categories.
3. Introduction of Additional Subject (schools seeking approval for non-science subject should update the data in OASIS Portal and offer the subject as per norms of the Board.
4. Extension shall be granted through auto grant except 3% of cases which shall be through virtual inspection
5. Schools which are due for extension (whose affiliation is valid upto 31<sup>st</sup> March of the following year) or whose extension is long pending need to apply for extension first, only then they will be allowed to apply under any other category.
6. The Schools may refer to SARAS 5.0 Manual for filling up the application.

  
 (Himanshu Gupta)  
 Secretary, CBSE



**Distribution:**

1. All Managers/Principals of Independent category schools Affiliated to CBSE.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida 201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
5. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector-09, Chandigarh-160017.
6. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim 737101.
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
8. The Director of Education, Govt. of A& N Islands, Port Blair 744101.
9. All Education Secretaries of States/ UTs.
10. Deputy Secretary to the Chairperson, CBSE for kind information to the Chairman.
11. CVO/ All HODs/ Regional Directors of the Board.
12. The Joint Secretary (A&L)/ Joint Secretary (IT), CBSE.
13. All the Regional Officers/COE Heads of CBSE with the request to disseminate the information further.
14. The Under Secretary(IT), CBSE, Preet Vihar, Delhi-92-with request to upload the Circular in the main page as well as in the SARAS Portal for information to all stakeholders.



(Himanshu Gupta)

Secretary, CBSE