



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



CHAPTER 11:

Revised Appendix Proforma (In view of Circular 03 dated (05.03.2021))

Appendix I

SNo	CATEGORY OF AFFILIATION RELATED APPLICATIONS	Application Fees (INR)			
		General Affiliation		Regular Affiliation	
		In India	Abroad	In India (Rs. 20,000 Appl. Fee + Rs. 25,000 Annual fee for 5 years @ 5,000/- Per Annum)	Abroad (Rs. 50,000 Appl. Fee + Rs. 50,000 Annual fee for 5 years @ 10,000/- Per Annum)
1	Approval for Middle School Syllabus	50,000	2,00,000	45,000	1,00,000
2	Fresh Affiliation Up to Secondary Level	1,50,000	2,50,000	45,000	1,00,000
3	Upgradation to Secondary Level	1,00,000	2,00,000	45,000	1,00,000
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	45,000	1,00,000
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	45,000	1,00,000
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	45,000	1,00,000
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	45,000	1,00,000
8	Re-inspection	50,000	1,00,000	--	--
9	Periodical Inspection	50,000	1,00,000	--	--
10	Surprise Inspection	50,000	1,00,000	--	--
11	Permission of two Shifts (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--



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12	Permission of site shifting (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--
13	Permission of name change of school/society (As per status of school)	75 % of 1, 2 or 5 above	75% of 1, 2 or 5 above	--	--
14	Permission for Section increase (Excluding re-inspection fee)	75,000	75,000	--	--
15	Transfer of school from one society to another (Excluding re-inspection fee)	4,00,000	4,00,000	10,000	20,000
16	Introduction of Additional Subject (Science) (Excluding re-inspection fee)	10,000 per subject	50,000 per subject	2,000 per subject	5,000 per subject
17	Introduction of Additional Subject (NON_SCIENCE) SCHOOLS SHOULD UPDATE THE SUBJECTS IN OASIS PORTAL	NIL	NIL	NIL	NIL
18	Restoration of affiliation (Excluding re-inspection fee)	3,00,000	3,00,000	20,000	50,000
19	Permission for Classes I - V	25,000	1,00,000	10,000	25,000
20	Extension of Affiliation (For subsequent 5 years)	1 st March to 31 st May	50,000	2,00,000	25,000 (@ Rs. 5,000/- per annum)
		1 st August to 30 th November	50,000 with an additional fee 10,000 per month	2,00,000 with an additional fee 50,000 per month	50,000 (@ Rs. 10,000/- per annum)
21	Late fee per month for Extension of Affiliation w.e.f 1 st December	<u>25,000</u>	<u>25,000</u>	--	--
22	Maximum late fee for Extension of Affiliation	1,00,000	1,00,000	--	--
23	Preponement of session	--	--	--	--
24	Closure of School	--	--	--	--



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APPENDIX VI

SN	Affiliation from	Time frame and session during which the application is to be submitted	Example/Explanation: In case the school wants to obtain affiliation w.e.f. session April-2022 to March- 2027, the school may apply for all fresh affiliation and Up gradation of Affiliation one year before the desired session.
(a)	Class-1 to Class-8 (Middle Class Syllabus)	In any session when the school is having classes at least up to class 5.	If it is having classes 1, 2, 3, 4 and 5 (All) running on the date of application.
(b)	Class-6 to Class-8 (Middle Class Syllabus)	** In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(c)	Class-1 to Class-10 (Secondary Level)	In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either classes <u>up to 6 (all)</u> or <u>up to 7 (all)</u> running on the date of application.
(d)	Class-6 to Class-10 (Secondary Level)	*In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(e)	Class-1 to Class-12 (Sr. Secondary Level)	In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either classes <u>up to 6 (all)</u> or <u>up to 7 (all)</u> running on the date of application.
(f)	Class-6 to Class-12 (Sr. Secondary Level)	*Any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(g)	Upgradation to Senior Secondary	In any session when the school is having classes at least up to class 9.	If it is having <u>class-9</u> running on the date of application.
(h)	Secondary Level Level switch-over from other boards.	In any session when the school is having classes at least up to class 9 of any other Board.	If it is having <u>class-9</u> of any other Board running on the date of application.
(i)	Senior Secondary Level switch-over from other boards.	In any session when the school is having classes at least up to class 11 of the state board.	If it is having <u>class-11</u> of any other Board running on the date of application.
(j)	Additional Subjects	In any session at least two sessions prior to the session with increased sections	The school may apply throughout the year and the permission for additional subjects will be considered for next session.
(k)	Section increase	In any session at least two sessions prior to the session with increased sections	The school may apply throughout the year and the permission for increased section will be considered for next session.
(l)	Extension of affiliation	In the session one year prior to the session to which the school is affiliated.	For Extension of affiliation refer to the latest / relevant circular issued .
<p>*For Example-In case (b), (d) and (f) above if the school is already having classes up to standard-8 on the date of application i.e. between 1st January and 30th September of 2021, the application of the school will be processed for session 2022-23 only and the school is not allowed to take admission in CBSE pattern classes in session 2021-22.</p> <p>** Provision deleted vide decision taken in Affiliation Committee meeting dated 14th December, 2020.</p>			

Mandatory Public Disclosure

A: **GENERAL INFORMATION:**

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	
2	AFFILIATION NO.(IF APPLICABLE)	
3	SCHOOL CODE (IF APPLICABLE)	
4	COMPLETE ADDRESS WITH PIN CODE	
5	PRINCIPAL NAME & QUALIFICATION:	
6	SCHOOL EMAIL ID	
7	CONTACT DETAILS (LANDLINE/MOBILE)	

B: **DOCUMENTS AND INFORMATION:**

SL NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	
5	COPY OF VALID LAND CERTIFICATE ISSUED BY DM/ ADM/ SDM/ TEHSILDAR/ NAIB TEHSILDAR/ REGISTRAR/ SUB- REGISTRAR/ EQUIVALENT LAND AUTHORITY	
6	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	
7	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	
8	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATIONOR SELF CERTIFICATION BY SCHOOL	
9	COPIES OF SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE	

NOTE: THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMENTS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOADED DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

C: **RESULT AND ACADEMICS:**

S.NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	FEE STRUCTURE OF THE SCHOOL	
2	ANNUAL ACADEMIC CALANDER.	
3	LIST OF SCHOOL MANAGEMENT COMMITTEE (SMC)	
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION AS PER APPLICABILITY	

RESULT CLASS: X

S.NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDETNS PASSED	PASS PERCENTAGE	REMARKS

RESULT CLASS: XII

S.NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDETNS PASSED	PASS PERCENTAGE	REMARKS

D: **STAFF (TEACHING)**

S.NO.	INFORMATION	DETAILS
1	PRINCIPAL	
2	TOTAL NO. OF TEACHERS	
	○ PGT	
	○ TGT	
	○ PRT	
3	TEACHERS SECTION RATIO	
4	DETAILS OF SPECIAL EDUCATOR	
5	DETAILS OF COUNSELLOR AND WELNESS TEACHER	

E: **SCHOOL INFRASTRUCTURE:**

S.NO.	INFORMATION	DETAILS
1	TOTAL CAMPUS AREA OF THE SCHOOL (IN SQUARE MTR)	
2	NO. AND SIZE OF THE CLASS ROOMS (IN SQ. FT/MTR)	
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTER LABS (IN SQ MTR)	
4	INTERNET FACILITY (Y/N)	
5	NO. OF GIRLS TOILETS	
6	NO. OF BOYS TOILETS	
7	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOL COVERING THE INFRASTRUCTURE OF THE SCHOOL	

CERTIFICATE OF LAND

File No.

Date:

Certified that the land measuring _____ (Area of land in Square meters) _____ is owned by the _____ (Name of the owner) _____ by way of _____ (Sale Deed/Conveyance Deed/Gift Deed/Allotment Letter etc.) _____ (In case of allotment of land, if it is not perpetual, periodicity of allotment to be mentioned from _____ to _____).

It is further certified that owner of the land has leased the said land to _____ (In case of lease /sub- lease only) _____ (Name of the School/Society/Trust/Company under Section 8 of companies Act, 2013) fully described in the schedule mentioned hereinafter with the following details for a period of _____ years from _____ to _____.

SL	Particulars	Details
1.	Plot No. (s)/ Survey No. (s)/Khasra No. (s)/Khata No.(s)/Khatauni No.(s)	
2.	Name of street/village, Sub Division, District and State	

It is certified that the said entire land comprise of a single contiguous plot of land. It is further certified that (Name of the School with name of street, village, sub-division and district) run by name of..... (Society / Trust / Company under Section 8 of companies Act, 2013) is located on the said plot of land.

THE SCHEDULED OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring(area of land in square meters) situated in[Plot No. (s)/Survey No.(s)/ Khasra No. (s)] at (name of street/village, sub division, district and state) and bounded as follows

North :
 East :
 West :
 South :

DM/ ADM/ SDM/ TEHSILDAR/ NAIB TEHSILDAR/ REGISTRAR/ SUB- REGISTRAR/EQUIVALENT LAND AUTHORITY

(Stamp and Signature of the land authority)
 (Name of Officer)
 (Name of District)

*** The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.**

BUILDING SAFETY CERTIFICATE

No.

Dated:

Certified that the existing building (name of the building or premises) at
 (address) comprised of basement(s)
 and (upper floors) owned/occupied
 by
 (name of the Institution) have complied with the Building safety requirements in accordance with National Building code Rules, and verified by the officers concerned of (Name of Department/ Govt.) on.....(date of inspection) in the presence of (name and addresses of the Manager/Secretary or his representative) and that the building/premises is fit for occupancy upto classes(X/ XII) with effect from..... for a period of years in accordance with rule and subject to compliance of the specific conditions as appended.

- 1.
- 2.
- 3.
- 4.

Issued on at by

* Strike out whichever is not applicable.

Signature with Seal : _____

Name : _____

Designation : _____

Name & Address of Department/ Office: _____

(Assistant Engineer & above officer of concerned Govt. Department only)

Note: This certificate should be signed / issued by Assistant Engineer & above officer of concerned Govt. Department only

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FIRE SAFETY CERTIFICATE

No.

Dated:

Certified that the (name of the building or premises) at (address) comprised of basement(s) and (upper floors) owned/ occupied by (name of the institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/ UT Fire Service Rules, and verified by the officers concerned of Fire Service on (date of inspection) in the presence of (name and addresses of the Manager/ Secretary or his representative) and that the building/ premises is fit for occupancy upto classes (X/ XII) With effect from for a period of year in accordance with rule and subject to compliance of specific conditions as appended:-

- 1.
- 2.
- 3.
- 4.

Issued on (date of issue) at (place) by

*Strike out whichever is not applicable.

Signature with Seal:

Name :

Designation :

Name & Address of Department/ Office:

To

.....

(Name & Address of the Institution)

ENDORSEMENT

The No Objection Certificate issued by Fire Service stand cancelled an annulled due to
(reasons to be recorded).

(Name and designation of the authorized signatory)

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PROFORMA FOR SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE

No.

Dated:

It is certified that an inspection team headed by
 (Name of Officers with designation) from
 (Name of Department/ Office) inspected the
 (Name & Address of the school) on(date of inspection) and found that
 the(Name of school) has safe drinking water facilities
 for the students and members of staff of the institution and is maintaining the hygienic sanitation
 condition in the school building & the campus as per norms prescribed by the Central/ State/ U.T. Govt.
 The above is valid for a period of

Signature with Seal:

Name :

Designation :

Name & Address of the Office / Department :

To

.....

.....

(Name & Address of the Institution)

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 translated notarized version in English be uploaded along with the original vernacular certificate as a
 single pdf.

Office Memorandum No.

Date:

.....
 (Name & Address of State Education Department)

From:

To

.....

.....

.....

.....

(Name and Address of issuing department)

(Name& Address of school)

Sir/Madam,

Sub: Issue of No Objection Certificate to
 (Name & Address of school) for affiliation to the Central Board of Secondary
 Education—Regarding.

Ref:

In the reference cited,
 (Name & Address of school) Run by
 (Name & Address of Trust/ Society / Company) (Registered in Sub Registrar
 Office,) is accorded "Certificate of Recognition" from the
 academic year to for Classes I to VIII Standard under section
 18 of Right of Children to Free and Compulsory Education Act- 2009 and Rule
 of (State Act/ Rules).

Details of School

1. Name :
2. Survey No :
3. Revenue Village / City:
4. Taluk :
5. Total area of land:
6. Recognition Code :

The Department (Name & Address of State Education
 Department) has No Objection for the Correspondent of

the (Name & Address of school) for applying for affiliation to Central Board of Secondary Education, subject to the conditions laid down in the Certificate of Recognition.

The School Management Shall be having full responsibility if any court case arise in this regard. The details furnished if any by the management is found to be false or incorrect at any stage, this No Objection Certificate is liable to be cancelled

Signature with Seal:

Name of issuing authority:

Designation:

Copy To:

1. The Correspondent. (Name & Address of school).
2. The Secretary, Central Board of Secondary Education, 2 Community Centre, Preet Vihar, Delhi 110092

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CERTIFICATE OF RECOGNITION

.....
(Name & Address of the issuing authority)

No.

Date:

To

.....

.....

(Name & Address of the school)

Sir/ Madam,

Sub: Recognition Certificate for the school under
(Rule/ sub- rule of the State Act/ Rules).

Ref:

With reference to your application dated and subsequent school inspection in this regard, I hereby convey the grant of Recognition to
(Name & Address of school) for **class I to VIII** standard for the period (no. of years) from the academic year to in compliance to section 18 of Right of Children to Free and Compulsory Education, Act, 2009 & rule..... of (State Act/ Rule).

The above recognition is subject to the following conditions:-

1. The temporary recognition accorded to the school is valid from the academic year to and is to be renewed at an interval of every years.
2. The grant of recognition is available initially for classes I to VIII standard and to be extended for Secondary /Senior Secondary classes subsequently in due course of time.
3. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the (State Education Act/ Rules).
4. The school shall admit in pre-school / class I to the extent of (%age) of the strength in each class, children belonging to Weaker Section and Disadvantaged Group in the neighborhood and provide free and compulsory elementary education till its completion.
5. The school shall maintain a separate bank account for the purpose of reimbursement.

6. The school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.
7. The school shall not deny admission to any child, -
 - a. For lack of age proof if such admission is sought subsequent to the extended period prescribed for admission.
 - b. On the ground of religion, caste or race, place of birth or any of them.
8. The school shall ensure that,-
 - a. No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
 - b. No child shall be subjected to physical punishment or mental harassment.
 - c. No child is required to pass any board examination till the completion of elementary education.
 - d. Inclusion of students with disabilities/ special need as per provision of the (rule/ clause of State Act).
 - e. The teachers are recruited with minimum qualifications as laid under (rule/ clause of the state Act).
 - f. The teachers perform his duties specified under (rule/ clause of the state Act).
9. The school shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
10. The school shall maintain the standards and norms as specified in (rule/ clause of the state Act).
11. No unrecognized classes shall run within the premises of the school or outside in the name of school.
12. The school building plan must have been approved by the current rules or G. Os. The school building or other structures and the grounds are used only for the purposes of education and skill development. Construction work within the compound should not be carried out in school working hours and safety measures in all respect are under whole responsibility of the managements.
13. The school is run by a society registered under the (Act under with Society is registered), or a public trust constituted under any law for the time being in force.
14. The school is not run for profit to any individual, group or association of individuals or any other persons.
15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared.
16. The school shall furnish such reports and information as may be required by the competent authority from time to time and shall comply with such instructions of the State Government or the competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school.
17. (language subject) shall be taught as a subject from in standards I to X in all schools notified under(concerned Act/ rule) from academic session recognition is granted.

18. The school shall abide by the provisions of the (State Act/ Rules).
19. The certificates of recognition issued by the department shall be subject to the fulfillment of deficiencies if any pointed out by the department at any stage/ time.
20. The management shall rectify the deficiencies pointed out in infrastructure or administration by the authorities.
21. The management shall apply for renewal of recognition three months before the expiry of this order to this (Name & Address of the certificate issuing authority).
22. The management shall follow the directions issued by the Government/ Department from time to time keeping in view of the safety and security of the children and the overall administration of the school.
23. The recognition shall be withdrawn if any contravention of the provisions of the Act, Rule or the conditions of recognition are found and proved.
24. The school management shall have full responsibility if any court case arises in this regard. The management is not entitled to seek affiliation to other Board without obtaining NOC from the (Concerned State Authority).

Seal & Signature of issuing authority

Name & Address of issuing authority

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CERTIFICATE OF REGISTRATION OF SOCIETIES

I hereby certify that _____ (society name with address) has this day been registered under the Societies Registration Act __XXI of 1860 __.

Given under my hand at _____(place)___ this ____ (date of registration) ____ day of (month) ____ Two thousand ____ (year).

Seal & Signature of Registrar of Societies

Place :

Date :

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