



(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)

No. CBSE/Aff./Circular/03/2021/



Dated: 05.03.2021

Circular No. 03

## NOTIFICATION

Consequent upon the recommendations of the Affiliation Committee in its meeting held on 14.12.2020 vide Agenda Item No. 04 and its approval by the Governing Body of the Board in its meeting held on 23.12.2020 and subsequent approval of the Competent Authority, the following amendments have been made in various clauses of Affiliation Bye laws – 2018 and will come in to force from the date of issue of this notification.

SL. No	Chapter No./	Existing Rule	Amendments
	Clause No.		
1.	Chapter 1 addition	Definitions	Lease deed- Lease deed also Includes sub lease deed with relevant parties as signatories to the sub lease deed.
2.	Clause 2.1.3	Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, etc;	Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, <u>Societies</u> formed for running schools by the welfare bodies or wives association etc. of Armed Forces of the Union or Central <u>Armed Police Forces</u> etc;











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3	. Clause 2.3.8	<sup>3</sup> The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website.	The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website <u>and</u> <u>upload mandatory Public</u> <u>Disclosure as per the format</u> <u>available at Appendix-IX</u>
4	. Clause 2.3.9	At the time of application, school will be required to submit information in online application portal, and two documents as prescribed: one from the District Education Administration as per Appendix II or III as applicable and a self- affidavit as per Appendix IV.	<u>At the time of application, school will be required to submit information in online application portal including Appendix X.</u>
5	. Clause 2.4.9	Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.	Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e- mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged. <u>Mandatory Public</u> <u>Disclosure as per the format</u> <u>available at Appendix-IX shall</u> <u>be uploaded at prominent place</u> <u>on the website.</u>











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6.	Clause 2.7	Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of <b>Three</b> Years even if not expressly mentioned in the grant letter.	Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of <u>Five</u> Years even if not expressly mentioned in the grant letter.
7.	Clause 2.9.4	Class 6th to Class 8th (All Schools)	Deleted
8.	Clause 4.7.9	Adequate ground to create outdoor facilities for at least 200 meter Athletics Track. Facilities for Kabbadi, Kho-Kho, Volleyball, basketball etc.	Adequate ground to create outdoor facilities for at least 200 meter Athletics Track. Facilities for Kabbadi, Kho-Kho, Volleyball, basketball etc. <u>In all</u> <u>cases where the affiliation has</u> <u>been granted on relaxed land</u> <u>norms, the outdoor facilities</u> <u>shall be proportional to</u> <u>available land.</u>
9.	Clause 10.1.5	On receipt of application, the Board will scrutinize the documents regarding fulfilling of various conditions.	On receipt of application, the Board may scrutinize the documents regarding fulfilling of various conditions.
10.	Clause 10.1.10	If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.	If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for inspection of the School in order to assess the suitability of the school for affiliation.











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	11.	Clause 10.1.15	A school may submit a representation against the decision in respect of the scrutiny of the Board, in application or inspection report, within 60 days of communication of such decision. No representation will be accepted after the lapse of the prescribed period.	The school not considered for Grant may submit a representation against the decision of the Board, within <u>7</u> days of communication of such decision. No representation will be accepted after the lapse of the prescribed period. <u>Such</u> <u>representation received shall be</u> <u>disposed off by the Board in a</u> <u>manner prescribed for such</u> <u>review representation. After</u> <u>process of review no further</u> <u>representation will be</u> <u>entertained.</u>
	12.	New Clause as 10.1.13(a)		The report submitted by the Inspection Committee will be displayed to the school once the school has compulsorily submitted online feedback as prescribed by the Board in the login account of the School.
	13.	Clause 10.5.3	On line applications for all categories within the scope of these byelaws, shall generally open on 1st January and shall close by 31st March of a particular calendar year. The detailed time frame of applications is given in Appendix-VI	On line applications for all categories within the scope of these byelaws, shall <u>be opened</u> as per time frame specified in Appendix-VI
	14.	Clause 10.8	The Board may prescribe provisions and procedures for calling and processing applications, under various categories in this chapter, under on demand category and prescribe fee for such applications accordingly.	Deleted
MGA NGA	स्वच्छ भारत एक करप सच्छता की ओर		क्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली- A KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, D	

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	15.	Clause	The Inspection Committee shall The Inspection Committee s		
	10.	11.7.14	submit the report as per	submit the report as per	
		11.7.14	requirements of the Board	requirements of the <u>Board</u>	
			within three (03) working days	within time period specified in	
			of conduct of inspection. Failure	Inspection Committee	
			•		
			to submit report within the stipulated period will attract	appointment letter for conduct of	
			suitable action against the	inspection. Failure to submit	
			Ū,	report within the stipulated	
			members of the Inspection committee	period will attract suitable action	
			commuee	against the members of the	
				Inspection committee.	
	16.	New Clause		In case, the school intentionally	
		as 11.7.16		avoid to get the Inspection and	
				the Inspection Committee	
				members have agreed to	
				inspect on a stipulated date	
			(except for the reasons beyo		
			control), the school will b		
				penalized with penalty as	
				specified in clause 12.1.2	
				subject to maximum of Rs	
				25000/- on each occasion	
			further provided that after		
			such occasions, the case w		
				Rejected on 3 <sup>rd</sup> occasion.	
	17.	New Clause	<u> </u>	Non-sponsoring/Registration of	
		as 12.2.15(a)		candidate for Board's	
				Examinations for classes	
			IX/X/XI/XII (as the case n		
				consecutively for 3 years.	
	18.	Clause 13.17	In cases mentioned in clauses	In cases mentioned in clauses	
			12.2.5 and 12.2.6, the Board	12.2.5, 12.2.6 and 12.2.15(a)	
			may withdraw affiliation without giving any notice under clause	the Board may withdraw affiliation without giving any	
			13.3 to the school.	notice under clause 13.3 to the	
				school.	
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19.	Clause 15.3.2	The permission for two shifts will be approved only after inspection of the school premises by a committee appointed by the board.	The permission for two shifts will be approved after inspection of the school premises by a committee appointed by the board <u>if the Board decides to</u> <u>get the premises inspected at</u> <u>any stage.</u>
20.	Clause 15.10	A school affiliated with the Board may be allowed to close down permanently with the approval of the Board subject to the following conditions:	A school affiliated with the Board may be allowed to close down permanently <u>on</u> <u>submission of intimation/</u> <u>updation of data in the manner</u> <u>prescribed by the Board subject</u> <u>to following conditions:</u>
21.	Clause	An express approval from the	Deleted
	15.10.2	Appropriate Government.	
22.	Clause	The request for permission of	Deleted
	15.10.3	closure of school will be considered only in respect of schools which are affiliated with the Board for at least three (03) years.	
23.	Clause	The school will not be eligible to	Deleted
	15.10.4	apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved.	
24.	Change in	Appendix I	Revised Appendix I is annexed
	Appendix I		
25.	Deletion of	Appendix II, III and IV	Deleted
	Appendix		











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	26.	Change in	Appendix VI	Revised Appendix VI is	
		Appendix		annexed	
	27.	Addition of		Appendix IX- Mandatory Public	
		Appendix IX		Disclosure is annexed	
	28.	Addition of		Appendix X – Format of Land	
		Appendix X		Certificate to be certified by the	
				Appropriate Revenue Authority	
				of the concerned state is	
				annexed.	

This issues with the approval of the Competent Authority of the Board.

Anwreg Tripeth

(Anurag Tripathi) Secretary, CBSE











(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन) CENTRAL BOARD OF SECONDARY EDUCATION

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## Distribution :

- 1. Head of Institutions/ Managers of all CBSE affiliated schools.
- 2. Joint Secretary (SE –II), Ministry of Education, Shastri Bhawan, New Delhi -110001.
- 3. All Education Secretaries of States/UTs.
- 4. Director, Directorate of Education of all States/UTs.
- 5. Education Boards of all States/UTs.
- 6. All members of the Governing Body and Affiliation Committee of CBSE.

7. SPS s to Secretary/Controller of Examinations/Directors/Director –IT/Regional Directors, CBSE.

- 8. Deputy Secretary to Chairman, CBSE.
- 9. PS/PA to Joint Secretary (IT)/Head Media & PR/IAFA, CBSE
- 10. All the Regional Offices/CoEs of the Board.
- 11. All officers of the Board upto the level of Section Officer.
- 12. Scrap & Guard file/Notice Board.

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# **CENTRAL BOARD OF SECONDARY EDUCATION**



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## Appendix I

		Application Fees (INR)			
SNo	CATEGORY OF AFFILIATION RELATED APPLICATIONS	General Affiliation		Regular Affiliation	
		In India	Abroad	In India	Abroad
1	Approval for Middle School Syllabus	50,000	2,00,000	20,000	50,000
2	Fresh Affiliation Up to Secondary Level	1,50,000	2,50,000	20,000	50,000
3	Upgradation to Secondary Level	1,00,000	2,00,000	20,000	50,000
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	20,000	50,000
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	20,000	50,000
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	20,000	50,000
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	20,000	50,000
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		
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)	<b>75 %</b> of 1, 2 or 5 above	<b>75%</b> 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











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2,000 Introduction of Additional Subject (Non-5000 per 20,000 per subject 5,000 17 Science) subject per subject per subject Restoration of affiliation (Excluding re-3,00,000 3,00,000 20,000 50,000 18 inspection fee) Permission for Classes I - V 19 25,000 1,00,000 10,000 25,000 1<sup>st</sup> March to 31<sup>st</sup> May 50,000 2,00,000 \_\_\_ 50000 with an 2,00,000 with an Extension of 20 additional fee June to 31st additional fee Affiliation 1st December 10,000 per 50,000 per month month 25,000 25,000 Late fee per month for Extension of 21 Affiliation 1,00,000 Maximum 1,00,000 late fee for Extension of 22 Affiliation 23 Annual Fee 5,000 10,000 -----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
			<ul> <li>gradation of Affiliation as per following timelines:         <ul> <li>Open on 1<sup>st</sup> March and shall close by 31<sup>st</sup> March and</li> <li>Open on 1<sup>st</sup> June and shall close by 30<sup>th</sup> June and</li> <li>Open on 1<sup>st</sup> September and shall close by 31<sup>st</sup> October</li> </ul> </li> </ul>
(a)	Class-1 to Class-8	In any session when the school is having	If it is having classes 1, 2, 3, 4 and 5 (All) running on the
, ,	(Middle Class Syllabus)	classes at	date of application.
	· · · ·	least up to class 5.	
(b)	Class-6 to Class-8	** In any session when the school is	If it is having either <u>class-6 or 6 and 7 both</u> running on the
	(Middle Class Syllabus)	having at least class 6 and has not	date of application.
	, , , , , , , , , , , , , , , , , , ,	admitted students in class 8.	
(c)	Class-1 to Class-10	In any session when the school is having	If it is having either <u>classes up to 6 (all)</u> or <u>up to 7 (all)</u>
	(Secondary Level)	at least class 6 and has not admitted	running on the date of application.
		students in class 8.	
(d)	Class-6 to Class-10	*In any session when the school is having	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the
	(Secondary Level)	at least class 6 and has not admitted	date of application.
		students in class 8.	
(e)	Class-1 to Class-12	In any session when the school is having	If it is having either <u>classes up to 6 (all)</u> or <u>up to 7 (all)</u>
	(Sr. Secondary Level)	at least class 6 and has not admitted	running on the date of application.
		students in class 8.	
(f)	Class-6 to Class-12	*Any session when the school is having	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the
	(Sr. Secondary Level)	at least class 6 and has not admitted	date of application.
		students in class 8.	
(g)	Upgradation	In any session when the school is having	If it is having <u>class-9</u> running on the date of application.
	to Senior Secondary	classes at least up to class 9.	
(h)	Secondary Level	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.
	evel	Board.	
	switch-over from other		
	boards.		
(i)	Senior Secondary	In any session when the school is having	If it is having <u>class-11</u> of any other Board running on the
	Level switch-over from	classes at least up to class 11 of the state board.	date of application.
	other boards.		
(j)	Additional Subjects	In any session at least two sessions prior	The school may apply throughout the year and the
		to the session with increased sections	permission for additional subjects will be considered for
			next session.











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(k)	Section increase	In any session at least two sessions prior	The school may apply throughout the year and the			
		to the session with increased sections	permission for increased section will be considered for			
			next session.			
(I)	Extension of affiliation	In the session one year prior to the session to which the school is affiliated.	For Extension of affiliation shall be open on 1st March and shall close on 31 <sup>st</sup> May of a particular calendar year.			
*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 1 <sup>st</sup>						
January and 30 <sup>th</sup> 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	** Provision deleted vide decision taken in Affiliation Committee meeting dated 1/ <sup>th</sup> December, 2020					

Provision deleted vide decision taken in Affiliation Committee meeting dated 14" December, 2020.









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**APPENDIX - IX** 

### **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 BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	
or ATEMAS HATEMA	(भारत) "शिक्षा केन्द्र", २, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092 (भारत) "SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092	

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7	7	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL	
		FOR AFFILIATION/UPGRADATION/EXTENSION OF	
		AFFILIATIONOR SELF CERTIFICATION BY SCHOOL	
8	3	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	

**NOTE:** THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMETNS 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 APPLICABLILITY	

#### **RESULT CLASS: X**

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

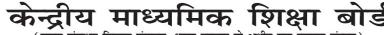
#### **RESULT CLASS: XII**

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











# **CENTRAL BOARD OF SECONDARY EDUCATION**

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#### STAFF (TEACHING)

S.NO.	INFORMATION	DETAILS
1	PRINCIPAL	
2	TOTAL NO. OF TEACHERS	
	o PGT	
	o 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 FTMTR)	
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	







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## CERTIFICATE OF LAND

Certified that the land measuring ......(Area of land in **Square meters**) is owned by the ......(Name of the School/Society/Trust/Company under Sections 8) fully described in the schedule mentioned hereinafter with the following details:

Sr.No.	Particulars	Details

माध्यामक

(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)

- 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
- 3 In terms of (give details of the document/deed i.e. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed (with period in terms of no. of years)/Sub lease (with period in terms of no. of years) Allotment Letter etc.
- 4 Registration details:
  - Duly registered on
  - Executed by
  - Serial No.
  - Book no.
  - Volume no. etc

It is certified that the said entire land comprise of a single plot of land. It is further certified that ...... (Name of the School) is located on the above mentioned plot of land.



File No.



Appendix X

Date:









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## THE SCHEDULED OF LAND ABOVE REFERRED TO

All that piece and parcel of land measuring...... (Area of land in **Square meters**) is bounded as follows:

North	:
East	:
West	:
South	:

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

(Stamp and Signature)

(Name of Officer)

(Name of District)



