

No. CBSE/AFF/2022

Date:14/02/2022

Circular No. 1/2022

To,
The Heads & Managers of the Schools

Subject: Submission of applications for fresh Affiliation under various categories for the session 2023-24 in SARAS - reg.

The Board has implemented the School Affiliation Re-Engineered Automation System (SARAS) which is fully automated. This affiliation process was implemented w.e.f. 16/03/2021 for the session 2022-23 and relies on self-certification from school. It was seen that a few schools are submitting incomplete / invalid documents, due to which the process gets delayed which defeats the purpose of automated system. Thus certain modifications have been made for processing the applications from the session 2023-24.

1. The school 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.
 - No Objection Certificate
 - Recognition Certificate
 - Land Certificate
 - Building Safety Certificate
 - Fire Safety Certificate and
 - Society/Trust/Company Registration

- **All data filled by the school should be exactly the same and match with all the mandatory documents.**
- **The school shall use Scanners to scan the documents to upload and refrain from using Mobile Phones.**

The school shall fill the necessary details and upload the above documents and make payment of Rs.10,000/- (Rupees Ten Thousand only). Thereafter, there will be a scrutiny of mandatory documents by the Board, and only if the mandatory documents meet the norms, the application will be considered valid and taken up for further processing. In case of application whose mandatory documents are found correct, school will be informed (on progress panel/ sms) 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 scrutiny at the first level will be done by using Artificial Intelligence (AI) and if the score obtained is more than the cut off value, no manual scrutiny will be done. In other cases, there will be manual scrutiny restricted to submission of mandatory documents which will be completed within 15 working days from the date of submission of the application.

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In case of non-submission of valid mandatory documents at KYC level and Part A, the application shall be considered incomplete and shall not be taken up for any further review. The exact nature of deficiency will be informed through Progress panel (school login) / SMS. Thereafter, the schools will have to apply afresh and initial payment shall be forfeited.

The applications for the session 2023-24 shall be invited as per the following timeline and the schedule as given below:-

Category of Affiliation	Revised Timeline for session 2023-24
<u>Window for Fresh Affiliation (Group-A)</u> <ul style="list-style-type: none">Approval for Middle School syllabus,Fresh Affiliation up to Secondary LevelSecondary Level Switch-over from other boardsFresh Affiliation up to Senior Secondary LevelSenior Secondary Level Switch-over from other boardsPermission of site shiftingRestoration of affiliation	<ul style="list-style-type: none"><u>01/03/2022 to 31/05/2022 (Ist Window)</u><ul style="list-style-type: none">➤ The schools whose application has been rejected in 2022-23 session, may also apply in this window period only by indicating the old registration no. with requisite fees.➤ The session for which application is made should be indicated in the drop down box.
<u>GROUP B & GROUP C</u> <ul style="list-style-type: none">Up-gradation to Secondary LevelUp-gradation to Senior Secondary LevelExtension of AffiliationPermission of two shiftsSection increaseIntroduction of Additional subjectPermission of name change of school / societyTransfer of school from one society to another	<ul style="list-style-type: none"><u>01/08/2022 to 30/11/2022 (IInd Window)</u><ul style="list-style-type: none">➤ Applicable only for 2023-24 session

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Secretary, CBSE

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Distribution:

1. All Managers/ Principals of Independent category schools Affiliated to CBSE.
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3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Director, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector- 3, Rohini, Delhi 110085.
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
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9. The Director of Education, Govt. of A& N Islands, Port Blair 744101.
10. The Commissioner, National Education Society for Tribal Students, Jeevan Tara building, Parliament street New Delhi -110001.
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12. All HODs of CBSE.
13. The Head (M&PR), CBSE, Delhi for due Publicity.
14. The Joint Secretary (A & L), CBSE.
15. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
16. The Joint Secretary (Co-ordination Unit), CBSE.
17. All the Regional Directors/ Regional Officers/ Heads of CBSE.
18. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi 92 with request to disseminate the information further.

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