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**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

No. CBSE/Aff/DS/2013/599475

Circular No. 14

29.8.2013

To,

All the Principal of the schools affiliated to the CBSE  
All the Managers of the Private unaided schools affiliated to the CBSE

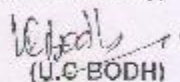
Sub: Development of Website by each school-reg.

Sir/Madam,

In partial modification of this office letter No. CBSE/AFF./Circular/2013/572430 dated 17.6.2013 (Circular No. 8) on the above subject, the prescribed proforma for details on website stands revised as per enclosed proforma.

As such, all the Managers/Principals of school affiliated with the Board are directed to upload the required information in the revised format and upload the information within the stipulated period and send the compliance to the Board positively.

Yours faithfully,

  
(U.C. BODH)

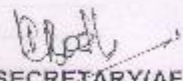
DEPUTY SECRETARY(AFF.)

Encl as above:-

Copy to the following with the request to issue direction to the schools and ensure for necessary compliance by each school.

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shahood Jeet Singh Marg, New Delhi- 16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA-201307.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054.

4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh- 160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim- 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of A&N Islands, Port Blair- 744101.
8. The Director, Central Tibetan School Administration, S S Plaza, Community Centre, Sector 3, Rohini, Delhi-85
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board
10. PS to Director (IT) with the request to put this circular on the CBSE website.
11. PS to Chairman, CBSE
12. PS to Secretary, CBSE
13. PS to CE, CBSE
14. The Advisor (Computer Cell), CBSE, Preet Vihaar, Delhi for information.

  
DEPUTY SECRETARY(AFF.)

### 9. Area of school campus

(i)	In Acres	_____
(ii)	In sq. mtrs.	_____
(iii)	Built up area (sq. mtrs)	_____
(iv)	Area of playground in sq. mtrs	_____
(v)	Other facilities	_____
	(i) Swimming Pool	_____
	(ii) Indoor games	_____
	(iii) Dance Rooms	_____
	(iv) Gymnasium	_____
	(v) Music Rooms	_____
	(vi) Hostels	_____
	(vii) Health and Medical Check up	_____

### 10. Details of fee (monthly total fee)

(i) Pre Nursery	_____
(ii) Nursery	_____
(iv) I to V	_____
(v) VI to VIII	_____
(vi) IX & X	_____
(v) XI & XII	_____

### 11. Transport facility

(i)	Own buses	_____
(ii)	Buses hired on contract basis	_____
(iii)	Details of transport charges	_____

### 12. Number of teaching staff (to be updated from time to time)

Designation	Total No.
Principal	
Vice-Principal	
PGT	
TGT	
PRT	
PRT (PET), TGT (PET) PGT (PET)	
Health Wellness Teacher	
Librarian	
Others	



## REVISED PROFORMA

### INFORMATION OF THE SCHOOL REQUIRED TO BE UPLOADED ON WEBSITE

1. Name of the School with address:  
(strictly as per Affiliation sanction  
letter or as permitted by the  
Board) with pin code no.  

(i) E mail

(ii) Ph. No.

(iii) Fax No.
2. Year of establishment of school
3. Whether NOC from State/UT  
or recommendation of Embassy  
of India obtained?  

(i) NOC No.

(ii) NOC issuing date
4. Is the school is recognised, if yes  
by which Authority
5. Status of affiliation:  
Permanent/Regular/Provisional  

(i) Affiliation No.

(ii) Affiliation with the Board since

(iii) Extension of affiliation upto
6. Name of Trust/Society/Company  
Registered under Section 25 of  
the Company Act, 1956.  
Period upto which Registration of  
Trust/Society is valid
7. List of members of School  
Managing Committee
8. Name of the Manager  
President/Chairman/  
Correspondent

13. Details of salary being paid by the school to teaching staff/non-teaching staff(to be updated time to time)

Designation	Total Emoluments	
	From Rs.	To Rs.
Principal		
Vice-Principal		
PGT		
TGT		
PRT		
PTI		
Counsellor		
Librarian		
Others		

14. Mode of payment of salary

- (i) Name of the Bank through which salary is drawing \_\_\_\_\_
- (ii) Through single cheque transfer advice \_\_\_\_\_
- (iii) Individual cheque \_\_\_\_\_
- (iv) Cash \_\_\_\_\_

15. Library facilities

- (i) Size of the Library in sq. feet \_\_\_\_\_
- (ii) No. of Periodicals \_\_\_\_\_
- (iii) No. of Dailies \_\_\_\_\_
- (iv) No. of Reference books class-wise \_\_\_\_\_
- (v) No. of Magazine \_\_\_\_\_
- (vi) Others \_\_\_\_\_

16. Name of the Grievance/redressal Officer with E-mail and Fax No.

\_\_\_\_\_

17. Members of Sexual Harassment Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Class wise enrolment of school for the current session

Class	No. of Section	Enrolment
_____	_____	_____

19. Academic session period

from \_\_\_\_\_ to \_\_\_\_\_

20. Vacation period

from \_\_\_\_\_ to \_\_\_\_\_

21. Admission period

from \_\_\_\_\_ to \_\_\_\_\_