

SARAS 6.0:

SCHOOL AFFILIATION RE- ENGINEERED AUTOMATION SYSTEM (SARAS)

*– An Integrated Affiliation
System*

FOREWORD

The National Education Policy 2020 recommends a ‘light but tight’ regulatory framework to ensure integrity, transparency, and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance, and empowerment (NEP 2020, pg.5).

The Affiliation process of CBSE has been reengineered in consonance with the National Education Policy 2020. In tune to the mandate of the National Education Policy 2020, CBSE has taken proactive measures to ensure that the new affiliation process is transparent, completely online, more accountable, and reduces compliance burden facilitating ease-of-doing-business by time-bound disposal of affiliation process. This Manual outlines the process for CBSE affiliation. It documents the process flow/work flow charts, clearly distinctive parts/ stages of affiliation process, all formats to be used for this process, an experiential video and Frequently Asked Questions (FAQ).

This is the sixth version of SARAS which was introduced in 2021. It has many new features aimed at making the affiliation process, objective, time bound, transparent and hassle free for the schools.

This Manual will also be of immense help to the schools/ individuals so that the process of affiliation becomes a smooth and swift experience for them. It may also be noted that on the question of interpretation of any point of this manual, the provisions as mentioned in the CBSE Affiliation Bye-laws shall prevail and the decision of the Board shall be final.

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CBSE Affiliation: An Overview

Every school seeking fresh affiliation/up-gradation to higher levels/ switchover from other Boards etc. are to be guided by the CBSE Affiliation Bye-laws. Affiliation Bye Laws have been developed:

- 1) To formulate the parameters for transparent and unbiased Decision
- 2) To ensure certain standards in the schools being affiliated
- 3) To define the framework within which the activities of the schools would be conducted
- 4) To ensure the spirit of value- based education, fairness and in conformity with the Rules.

The Central Board of Secondary Education (CBSE) is an examination conducting body under the Ministry of Education, Govt. of India. CBSE grants affiliation to the schools for conduct of Class X and XII Examination. CBSE is the only Board in India that has a pan India and international presence.

The Affiliation Bye-laws 2018 are available on the link given below:-

https://saras.cbse.gov.in/saras/ui/assets/affiliation_bye_laws/Affiliation-Bye-Laws-English.pdf

The Affiliation Bye-laws (Branch School) 2025 are available on the link given below:-

https://saras.cbse.gov.in/saras/Circulars/Circular05_2025638760794636638304.pdf

Important

- ❖ It has come to the notice that some of the schools, whose applications are under process for various reasons with the Affiliation Branch of CBSE, are being approached by alleged Consultants/Agents not only on the pretext of helping the schools in getting the replies prepared for shortcomings/deficiencies communicated to the schools by CBSE but also for getting the approval of affiliation expedited by using their claimed personal influence with CBSE officials for some consideration.
- ❖ The Board has neither appointed/authorised any agency/advisors to offer Affiliation- related services nor does the Board encourage such unethical practices. The Board also requests to all the stakeholders and general public to not to act on the basis of such false claims made by any unauthorised elements and visit Board's affiliation website at link: <http://saras.cbse.gov.in/> or refer CBSE affiliation bye-laws/SARAS Manual for information and activities of the Affiliation (Circular No. 08/2021 dated 10.05.2021 and Circular No. 06/2022 dated 09.06.2022).
- ❖ The Board has developed highly transparent and robust system of affiliation, where the schools are able to see the status of their application online. Whatever information these consultants/agents are claiming in support of their averments, is totally unauthorised.
- ❖ The school is solely responsible for the documents /video uploaded and information submitted at the time of submitting application. In case of, any fraudulent or fabricated document(s) /video uploaded by the school, the application will be rejected and action as deemed fit will be initiated against the school as per clause 10.1.16 of the Affiliation Bye-laws of the Board.
- ❖ The affiliation of the school shall be withdrawn in case if shortcomings in the essential requirements for affiliation laid down in the affiliation bye-laws are detected at any stage as per clause 12.2.4 of the Affiliation Bye-laws- 2018 of the Board.

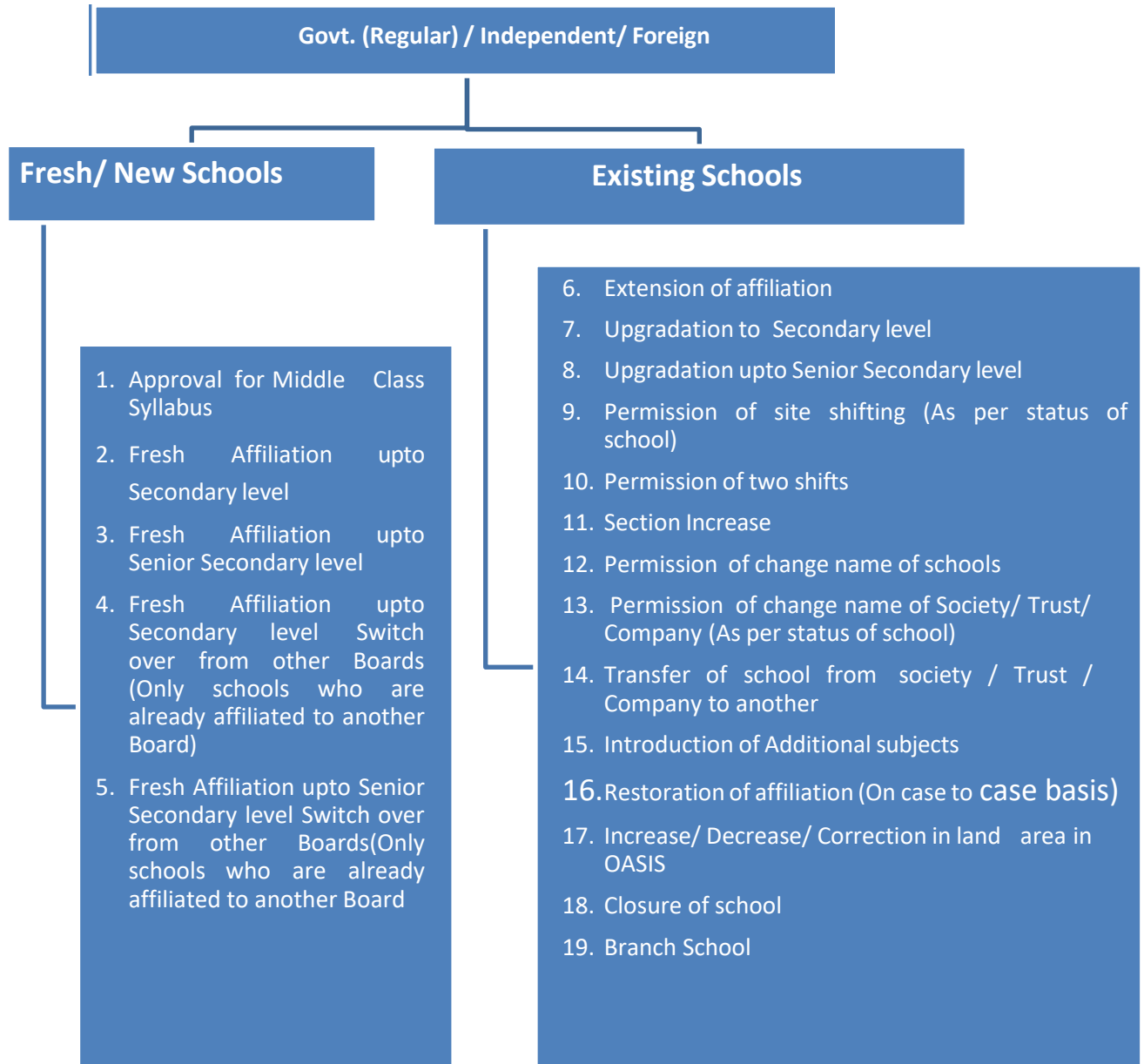
SECTION 1

AFFILIATION:

- ✓ **SYSTEMS**
- ✓ **PROCESSES' FLOW**
- ✓ **DOCUMENTATION**

1.1 This user manual endeavors to facilitate the schools to understand the process, the documents required to be uploaded and other compliances to be done before applying for affiliation.

The applicants are classified as follows:-



1.2 Fresh Affiliation for Middle, Secondary and Senior Secondary Level Components of Affiliation Application Form

KYC

- A. Pre-registration of school
- B. Initial Payment of Rs. 10,000/- (Ten Thousand only) which shall be adjusted in total final payment made by the school in case if Part A is accepted.

PART-A

- A. Filling of Part A Details
 - **Name of the school**
 - **U DISE No. (compulsory)**
 - **Mandatory Disclosure link**
 - **Information regarding Trust, Society, NOC, Recognition, land details and safety certificates**
- B. Create and upload Mandatory Public Disclosures as per Appendix IX Circular No. dated 03/2021 dated 05.03.2021 and refer to Circular No. 09/2021 dated 21-05-2021 on the school website.
- C. Uploading of Mandatory documents (**Please refer to S.no. 1.3 for details**)
 - **Create and upload Mandatory Public Disclosures as per Circular No. 09/2021 dated 21-05-2021 on the school website.**
 - **No Objection Certificate**
 - **Recognition Certificate**
 - **Land Certificate**
 - **Fire Safety Certificate**
 - **Building plan by Architect (Optional)**
 - **Building Safety Certificate**
 - **Certificate of Registration of Society/Trust/Company**
 - **Safe Drinking Water and Sanitary Condition Certificate**
 - **Water sample test report from Public Health Engineer Department**
 - **System Generated Self- certification**

Note :-

- Circular regarding Amendments in Affiliation Bye-Laws-2018 w.r.t. permit school to apply for affiliation with or without NOC. (https://saras.cbse.gov.in/saras/Circulars/Circular04_2025638757507350885363.pdf)
- Circular for amendment in land certificate and building safety certificate: https://saras.cbse.gov.in/saras/Circulars/Circular13_2024638594305779917755.pdf

PART-B

- A. All other details to be filled by schools and payment of Balance Fee
 - **Basic Details**
 - **Year Of Establishment Of School**
 - **Whether School Is Running Morning/ Evening/ Double Shift?**
 - **Currently Running Classes From**
 - **Whether Offered Vocational/Skill Subjects**

- **Classes where skill subjects are offered**
- **Photograph (Geo tagged photo of school building) and Small Video of the school (maximum size 4 mb)**
- **Faculty Detail**
- **Student Detail**
- **Academic Detail**
- **Chairman and SMC Detail**
- **School Website Information**
- **Infrastructure details**
 - SoPs for the Laboratories and Library & Sports https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf
 - Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board Accessibility code (https://saras.cbse.gov.in/saras/Circulars/Circular11_2024638588111217016767.pdf)
 - Implementation of Digital Infrastructure in CBSE Schools (https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf)

PART-C

A. School Quality Assessment and Assurance Framework (SQAAF) - For details please see https://saras.cbse.gov.in/saras/Circulars/Circular14_2023.pdf

Note : Every school applying for affiliation under any category is required to run pre-primary sections for students of age group 3-6 in the form of Bal Vatika 1,2 & 3 as per Circular No. 12/2023 dated 24.03.2023

1.3 The school should possess the following mandatory documents required for Fresh Affiliation for Independent Schools:-

1. **No Objection Certificate from the State Education Department to seek affiliation with CBSE (please refer to Circular No : 04/2025 Date of 20 Feb 2025) - Amendments in Affiliation Bye-Laws-2018 w.e.t. permit school to apply for affiliation with or without NOC).**
2. **Recognition Certificate** with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. **Land Certificate STRICTLY** as per the **Annexure-B**. The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. **The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.**
4. **Fire Safety Certificate** is to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. **Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.**
5. **Building Safety Certificate** as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the

region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all the buildings Blocks in the school campus and the number of floors in such building blocks in the school.**

6. **Building plan by Architect (Optional)**
7. **Certificate of registration of Society OR Certificate of incorporation of Company OR Copy of the registered trust deed running the school, issued by a competent Government authority.**
8. ***Safe Drinking Water and Sanitary Condition Certificate* – Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED)/ Authorised Officer of the Local Body (Municipality) accompanied by a water test report of the school from a PHED Lab.**
9. ***System Generated Self- certification* signed by principal & Manager of the school and duly countersigned by the authorized signatory**

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D.**
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B.** Please refer Circular no. 13/2024

1.4 Government schools, seeking Affiliation of the Board should submit the following mandatory documents:-

1. **Establishment letter** issued by the appropriate authority i.e Kendriya Vidyalaya Sangathan/ Navodaya Vidyalaya Samiti/ Directorate of Education/Education Department / or authorized signatory
2. **Approval letter** issued by appropriate Govt. authority
3. **Fire Safety Certificate** is to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.
4. **Building Safety Certificate** as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all the buildings Blocks in the school campus and the number of floors in such building blocks in the school.**
5. Building plan by Architect (Optional)
6. **Safe Drinking Water and Sanitary Condition Certificate** – Please refer **Annexure-C** of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED) / Authorised Officer of the Local Body (Municipality) accompanied by a water test report of the school from a PHED Lab.
7. **System generated self- certificate** signed by the Principal of the school
Or
System generated certificate signed by competent authority running the school i.e Kendriya Vidyalaya Sangathan / Navodaya Vidyalaya Samiti/

Directorate of Education/ Education Department/ authorized signatory

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.

1.5 Foreign schools, seeking affiliation with the Board should submit the following mandatory documents:-

1. **NOC/letter** to this effect issued by High Commission/ Consulate/ Embassy of India
2. **License /Permission** for running the school issued by the concerned Govt. of the foreign country
3. **System generated self- certificate** signed by Principal and Manager of the school
Or
System generated certificate signed by High Commission/ Consulate/ Embassy of India.
4. Building plan by Architect (Optional)
5. The application for foreign/ international school will remain open throughout the year (Please refer Circular No : 17/2024 Date of (19 Nov 2024).

1.6 FOR INDEPENDENT SCHOOLS THE PROCESS FLOW OF THE APPLICATIONS SHALL BE : –

Independent (Non Govt./ Non Foreign Schools)

- **Step: 1** Complete Registration and KYC
- **Step: 2** Deposit KYC payment Rs. 10,000/-
- **Step: 3** Complete Part A
- **Step: 4** Upload Mandatory Documents
- **Step: 5-A** If Mandatory documents are not found as prescribed in S.no. 1.3, the application will be rejected without further review and the fee deposited shall be forfeited. The school may apply afresh during the next affiliation window, as and when announced by the Board.
- **Step: 5-B** If Mandatory documents are found as prescribed in S.no. 1.3, the same shall be communicated to the school on the progress panel.
- **Step: 6** Complete Part B and deposit balance payment within 15 days.
- **Step: 7** Click on “**Formation of IC**” within 15 days after making payment. If the school does not create IC within 15 days, the application will be rejected.
- **Step: 8** Fix the date of Inspection within stipulated time and get the school inspected
- **Step :9** **After the inspection report submitted by the IC members, SCHOOL FEEDBACK** form to be filled through Progress Panel
- **Step: 10** **View IC report and then submit SCHOOL COMMENTS ON INSPECTION REPORT** through Progress Panel
- **Step: 11** Scrutiny of the application and IC report by the Board.
- **Step: 11-A** If the school is found fit for grant of affiliation, approval shall be communicated to the school on Progress Panel.
- **Step: 11-B** Grant letter shall be issued to the school.
- **Step: 11-C** School shall fill part C (School Quality Assessment and Assurance Framework and SQAAF
- **Step: 11-D** If the school is not found fit for affiliation, rejection letter along with reasons of rejection shall be sent to the school.
- **Step: 11-E** The school may apply for review of the Board’s decision to reject, within 15 days by clicking on FORM RC.
- **Step: 11-F** Review committee shall conduct a virtual inspection of the school on a mutually decided date and seek clarifications from the school on reasons for rejection.
- **Step: 11-G** Scrutiny of the RC report and clarifications by the Board.

- **Step: 11-H** If after review, the school is found fit for affiliation, steps 11-A to 11-C shall follow.
- **Step: 11-I** If after review, the school is not found fit for affiliation a final rejection letter shall be sent to the school.

No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied application, in the next affiliation window, as and when announced by the Board.

1.7 PROCESS FLOW OF FRESH APPLICATIONS - *Govt. and Foreign Schools*

- **Step: 1** Complete Registration and KYC
- **Step: 2** Deposit KYC payment Rs. 10,000/-
- **Step: 3** Complete Part A
- **Step: 4** Upload Mandatory Documents
- **Step: 5 A** If Mandatory documents are not found as prescribed in Sl.No.1.4, the application will be rejected without further review and the fee deposited shall be forfeited. The school may apply afresh during the next affiliation window, as and when announced by the Board.
- **Step: 5 B** If Mandatory documents are found as prescribed in Sl.No.1.4, then Complete Part B and submit payment within 15 days.
- **Step: 6** If application is found as per Boards norms, then Grant of affiliation is communicated and Part C and School Quality Assessment and Assurance Framework (SQAAF) shall be completed by the school.
- **Step: 7** If application is not found as per Boards norms, then rejection is communicated, the school may apply in the next window.

1.8 The Existing schools i.e. schools affiliated with the Board applying for Upgradation, Restoration of affiliation and permission for Site Shifting should submit the following mandatory documents:-

1. **No Objection Certificate from the State Education Department to seek affiliation with CBSE which was submitted at the time of initial application in case of up-gradation and permission of site shifting cases. In case of restoration, the schools may refer to Circular No : 04/2025 Date of 20 Feb 2025**
2. **Recognition Certificate** with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. **Land Certificate STRICTLY** as per the **Annexure-B**. The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. **The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.**
4. **Fire Safety Certificate** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation with validity (validity as on date of final submission of application) in the name of school only. **Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.**
5. **Building Safety Certificate** as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in

the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all the buildings Blocks in the school campus and the number of floors in such building blocks in the school.**

6. Certificate of registration of Society OR Certificate of incorporation of Company OR Copy of the registered trust deed running the school, issued by a competent Government authority.
7. ***Safe Drinking Water and Sanitary Condition Certificate*** – Please refer **Annexure-C** of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department (PHED) / Authorised Officer of the Local Body (Municipality) accompanied by a water test report of the school from a PHED Lab.
8. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
9. ***Last Affiliation Grant letter issued by the Board.***
10. ***Permission of site shifting from the concerned State/UTs Education Department.*** (In case of “Permission of site shifting”)
11. ***Disaffiliation Letter*** issued by CBSE (In case of “Restoration of affiliation”)

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D.**
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B.**

1.9 For existing schools, which apply for extension of affiliation the following mandatory documents should be submitted:-

1. **Land Certificate STRICTLY** as per the **Annexure-B**. The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. **The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.**
2. **Valid Fire Safety Certificate** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation in the name of school only. **Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.**
3. **Building Safety Certificate** as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all the buildings Blocks in the school campus and the number of floors in such building blocks in the school.**
4. **Safe Drinking Water and Sanitary Condition Certificate** – Please refer **Annexure-C** of SARAS Manual for proforma of safe drinking water and

sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the PHED / Authorised Officer of the Local Body (Municipality) accompanied by a water test report of the school from a PHED Laboratory.

5. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
6. ***Last Affiliation Grant letter issued by the Board.***

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B**.
3. Extension of Affiliation to existing schools shall be granted online subject to submission of mandatory documents mentioned above. However 3% of such schools as selected by the Board shall be considered for Extension, following a virtual inspection of the school and scrutiny by the Board. In such cases the steps/ the flow as mentioned in 1.11 shall follow.

1.10

1.10.1 For existing schools, applying for permission of two shifts and section increase the following mandatory documents shall be submitted:-

1. **Land Certificate STRICTLY as per the Annexure-B.** The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.
2. **Fire Safety Certificate** to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. **Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.**
3. **Building Safety Certificate** as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all**

the buildings Blocks in the school campus and the number of floors in such building blocks in the school.

4. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory
5. ***Additional rooms*** details
The number of additional rooms and area of each room shall comprise of minimum size of 500 sq.ft.
(Room size of each Independent class room (section) should be mentioned)
6. ***Additional teachers' details***
7. ***Permission from State/ UT Government along with the number of classes upto which the school may run in Second Shift*** (*Required in case of application for "Permission of running two shifts"*)
8. Previous grant letter of the Board.

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B**.

1.10.2 For Existing Schools, applying for Permission of change name of schools/ Society/ Trust/ Company the following documents shall be submitted:-

1. ***Permission from State / UT Government***
2. Registration certificate of trust (complete back to back registered trust deed)/society/company , whichever applicable.
3. Copy of resolution passed by the Society/Trust/Company running the school (Clause 15.5.1).
4. Copy of affidavit to the effect that old name will not be used any more. (Clause 15.5.3)
5. ***System Generated Self- certification*** signed by principal & Manager of the school and duly countersigned by the authorized signatory

1.10.3 For Transfer of school from the society / Trust / Company to another

1. Permission from State Govt.

- 2. System Generated Self- certification** signed by principal & Manager of the school and duly countersigned by the authorized signatory

Note:-

- It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.
- The land certificate should be submitted strictly as per the prescribed format in **Annexure-B**.

1.10.4 Existing Schools applying for Introduction of Additional subjects shall submit the following documents

(only for existing schools upto senior secondary level)

1. Details of additional rooms for senior secondary classes. The number of additional rooms and area of each room shall comprise of minimum size of 500 sq.ft. (Room size of each Independent class room (section) should be mentioned)
2. The infrastructure details of Physics, Chemistry, Biology Labs in case if the school have applied for Science subject. (GPS enabled Photos & Videos).
3. Schools seeking approval for non-science subjects should update the data in OASIS Portal and offer the subject as per norms of the Board
4. System Generated Self- certification signed by principal & Manager of the school and duly countersigned by the authorized signatory.

1.10.5 For Existing Schools applying for Increase/ Decrease/Correction in land area in OASIS, the following documents shall be submitted :-

For Increase/ Decrease/Correction in land area in OASIS
(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)

1. **Old Land Certificate**
2. **New Land Certificate STRICTLY** as per the **Annexure-B**. The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land

certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. **The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.**

3. ***Video of the 6ft. concrete Boundary wall in continuity enclosing the entire school with aerial view***

1.10.6 For Existing Schools applying for Closure of School, the following documents shall be submitted :-

- 1. Society resolution for closure of school**
- 2. Affidavit as per Clause 15.10.5 of Affiliation Bye-Lays**
- 3. System Generated Self- certification signed by principal & Manager of the school and duly countersigned by the authorized signatory.**

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B**.

1.11 Branch School

The school's, which are affiliated with the Board and are located in the areas/ cities where relaxed land norms falling under land criteria as per clause 3.4, 3.5, 3.6 and 3.7 of Affiliation Bye-laws are applicable on the land requirements for setting schools under Chapter 3 of Affiliation Bye-Laws-2018 of the Board, may establish a Branch School under the same name and affiliation number and by the school management but with separate set of resources in terms of Physical and Academic Infrastructure, Teaching & Supporting Staff etc. as per the provisions laid down in Affiliation Bye-Laws-(Branch School)-2025 for running classes from Bal-Vatika to Class V. The Main School shall run the classes from VI to XII. **(Please refer circular no. Circular No : 05/2025 Date of (22 Feb 2025)).**

1.12 PROCESS FLOW OF APPLICATIONS OF EXISTING SCHOOLS :-

(Upgradation upto Secondary Level, Section Increase, Change in Name of School/ Name of Society, Transfer of school from one Society/Trust to another, Extension and Increase/Decrease/Correction in land area in OASIS)

- **Step: 1** Updation of OASIS and School Quality Assessment and Assurance Framework (SQAAF) .
- **Step: 2** Complete Part A
- **Step: 3** Upload Mandatory Documents
- **Step :4** Part B and C are auto populated
- **Step :5** Payment of requisite fee
- **Step: 6A** If application is not falling in the category of Inspection, then after Scrutiny/ automated mode/ Verification of the application, grant letter shall be sent to the school, if the case is found fit as per Board norms otherwise rejection letter will be issued.
- **Step: 6B** If applications is falling in the category of Inspection, then select IC within 15 days.
- **Step: 6B-1** Fix the date of Inspection within stipulated time and get the school inspected
- **Step: 7** After the inspection report submitted by the IC members, school feedback form to be filled through Progress Panel
- **Step:8** View IC report and then submit school comments on inspection report through Progress Panel
- **Step: 9** Scrutiny of application and IC report by the Board.
- **Step: 9A-1** If the case is found fit, as per Board norms, grant letter shall be communicated to the school.
- **Step: 9A-2** If the case is not found fit after scrutiny, the application in either category (requiring inspection) shall be rejected and rejection letter shall be communicated to the school with grounds of rejection.
- **Step: 9A-3** The school may apply for review of Board's decision of the rejected application, within 15 days on SARAS portal.
- **Step: 9A-4** The review committee shall conduct a virtual inspection of the

school and seek clarifications on grounds for rejection of application.

- **Step: 9A-5** Scrutiny by the Board of RC report and clarifications given by the school.
- **Step: 9A-6** If after review, the case is found fit for approval, grant letter shall be communicated to the school.
- **Step: 9A-7** If after review the case is not found fit for approval, final rejection letter shall be communicated to the school.

No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied application, in the next affiliation window, as and when announced by the Board.

1.13 PROCESS FLOW OF APPLICATIONS OF EXISTING SCHOOL

(Upgradation upto Senior Secondary Level, Permission of Site Shifting, Two Shifts, Restoration, Introduction of Additional Subjects(Science))

- **Step: 1** Updation of OASIS and School Quality Assessment and Assurance Framework (SQAAF).
- **Step: 2** Complete Part A
- **Step: 3** Upload Mandatory Documents
- **Step :4** Part B and C are auto populated
- **Step :5** Payment of requisite fee
- **Step: 6** After payment, select IC within 15 days.
- **Step: 7** Fix the date of Inspection within stipulated time and get the school inspected
- **Step :8** After the inspection report submitted by the IC members, school feedback form to be filled through Progress Panel
- **Step:9** View IC report and then submit school comments on inspection report through Progress Panel
- **Step: 10** Scrutiny by the Board of the application and Inspection report.
- **Step: 11** If the case is found fit for approval, grant letter will be communicated to the school.
- **Step: 12** If the case is not found fit for approval, rejection letter along with reasons for rejection shall be communicated to the school.
- **Step: 12-A** The school may apply for review of Board's decision of the rejected application, within 15 days on SARAS portal.
- **Step: 12-B** The review committee shall conduct a virtual inspection of the school and seek clarifications on reasons for rejection.
- **Step: 12-C** Scrutiny of RC report by the Board and clarifications given by the school.
- **Step: 12-D** If after review, the case is found fit for approval, grant letter will be communicated to the school.
- **Step: 12-E** If after review, the case is not found fit for approval, a final rejection letter will be communicated to the school.


No representation by the school against the final rejection letter shall be entertained. The school may apply afresh after removing all the deficiencies pointed out in the previously applied applications, in the next affiliation window, as and when announced by the Board.

Critical points to be noted with respect to processing of application:-



IMPORTANT

- Schools who fail to submit compliance in PART A within 15 days are subject to Auto Reject. A mail for the same shall be sent to the school and the details will be updated in the progress Panel of the school.
- Schools who fail to fill in PART B within 15 days are subject to Auto Reject. An email for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- Schools who fail to create Inspection Committee within 15 days are subject to Auto Reject. An email for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- In case if any one or both IC members fail to give consent within 48 hours, then the members will automatically change in the system. An email for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- Schools who fail to submit compliance after IC within 15 days are subjected to Auto Reject. An email for the same shall be sent to the school and the details will be updated in the Progress Panel of the School.
- All schools applying for the fresh affiliation/switch over category will have to fill SQAAF at the time of filling Part C of the online affiliation form within 21 days of date of issue of grant letter.
- After School has been given “GRANT WITH CONDITION”, school needs to submit compliance within 3 months. Failure to comply within the prescribed time shall invite financial penalty @ Rs. 50,000/- and shall debar the school from filling the registration and LOC of students class IX to class XII.
- If the schools fail to submit partial compliance within 90 days, a penalty of Rs. 5,000 will be imposed to the school failing which the school shall debar from filling the registration and LOC of students class IX to class XII.

- The schools are advised to ensure submitting of compliance for the cases which are granted with conditions, within stipulated 03 months of time to avoid any penalty. **This also applies for auto-grant extension cases.**
- The schools are advised to check the status of updation of their payment, regularly.
-  The schools shall not fall into the trap of scrupulous persons posing as consultants/ intermediates giving fake promises to get affiliation. The Board does not authorize, promote or recognize any such entities.
- **The schools are advised to regularly check the progress panel for communication from the Board such as deficiencies, grant/ reject letters / status of their application.**
- **The Independent Schools shall make the payment of applications in their respective category through Online mode viz Net Banking, UPI, Credit Card / Debit Card.**

Important Points:-



The schools are requested to go through the SoPs issued by Board which are available in SARAS Portal.

- In case the applicant school has students' residence / hostel facility in the campus, such schools should ensure that they follow SoPs issued vide Circular No. Aff-24/2023 dt. 01.09.2023
- The residential schools shall have a separate entry and exit for residential areas of Students/ Staff/ Principal. The schools are required not to run the hostels in the academic blocks/ building. The hostels should be properly cordoned off from the main school building. The circular for Guidelines for Residential Schools may be referred at Circular No : 24/2023 Date of (01 Sep 2023).
- The schools are advised to establish / upgrade the labs in the light of SOPs issued by the Board.
- The schools are advised to establish / upgrade the provision for CwSN in the light of guidelines of CwSN issued by the Board and accessibility code for educational institutions notified vide Gazette notification dated 12th January, 2024.
- The schools are advised to appoint female teacher as a Head of Sexual Harassment Committee.
- The use of basement in school for any kind of academic or sports activities is not allowed.
- The boundary wall of the school shall be constructed with concrete and the height shall be a minimum of 6ft. The schools may refrain from using grills / mesh / small windows/gaps etc. upto the height of 6ft.
- Every school applying for affiliation under any category is required to run pre-primary sections for students of age group 3-6 in the form of Bal Vatika 1,2 & 3 as per Circular No. 12/2023 dated 24.03.2023

SECTION 2

INSPECTIONS:

- ✓ **PHYSICAL
AND**
- ✓ **VIRTUAL**

2.1 Following are the mode of inspection for different categories of applications.

| Application | % of Inspection | Mode of Inspection |
|---|--|--------------------|
| Middle class syllabus | Inspection 100% of applications | Physical |
| Fresh affiliation upto Secondary level/ Fresh Affiliation upto Secondary level Switch over from other Boards (Only schools who are already affiliated to another Board) | Inspection 100% of applications | Physical |
| Fresh affiliation upto Senior Secondary level/ Fresh Affiliation upto Senior Secondary level Switch over from other Boards (Only schools who are already affiliated to another Board) | 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 |
| Up-gradation to Secondary Level | 100% application | Automated mode |
| Extension of Affiliation | Inspection of at least 3% of total application recd. based on scores of School Report Cards. | Virtual |
| | 97% application | Automated mode |
| Section increase | Inspection of at least 10% of total application received on case to case basis | Virtual |
| Introduction of additional subjects in science stream 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 | update the data in OASIS portal and offer the subjects as per norms of the Board | |
| Permission of change name of school/ society | -- | Scrutiny |
| Transfer of school from one society/trust to another society/ trust | -- | Scrutiny |
| Increase/ Decrease/ Correction in land area in OASIS | -- | Scrutiny |
| Closure of School | | Scrutiny |
| Branch School | | Physical |

Note:- Schools which are due for extension (for whom the affiliation valid upto 31st March of the following year) or extension is long pending, need to apply for extension first, then only they will be allow to apply under any other category.

2.2 Inspection:

- The inspection of the applicant school shall be conducted by a Committee of one / two members (from affiliated schools of the Board) selected randomly. In extension / section increase applications inspection shall be conducted by single member through virtual mode.
- Click on “Formation of IC” within 15 days after making payment. If the school does not create IC within 15 days, the application will be rejected.
- After generating IC members by School, a text message shall be sent to both the IC members for information and to submit consent.
- The school can view the IC members’ details on their progress panel only after the finalization of dates.
- The IC members appointed shall submit their consent within 48 hours through the message.
- After submitting consent, the School shall finalize any 5 dates for inspection of the School from the panel of 15 days, which shall go to the first member who shall finalise 3 dates out of them .
- These 3 dates shall go to the second committee member who shall finalize any one date out of these 3 dates.
- No member shall be the head of the committee and both shall be considered at par and share equal responsibility for conducting the inspection.
- All the details filled in the application form shall be verified during inspection. Any infrastructural detail, reported in the application but not covered in the video, may lead to rejection of the application on the ground of inadequate infrastructure.
- The inspection committee members are required to complete the inspection within the stipulated time. Non-compliance of the same without any valid reason will be viewed seriously by the Board.
- Detailed instructions on video graphing of the inspection may be seen at https://saras.cbse.gov.in/SARAS/Circulars/Circular11_2023.pdf

Duration of Videography of each area/aspect covered in the videography:

| S. No. | Location /Activity to be covered | Recommended Time duration in Minutes |
|---------------|--|---|
| 1. | <ul style="list-style-type: none"> • The name of the school prominently painted / displayed on the façade / entrance gate. • Boundary wall of school on all sides with aerial view. • Parking and other open area including assembly area • Ramps at the entrance(s) of the school | Upto 5 Minutes |
| 2. | Playground with outdoor sports facilities | Upto 3 Minutes Wide angle coverage of video |
| 3. | All Laboratories (Science subjects, Computer, Maths etc.) including stock register and practical files if any, | Upto 5 Minutes for all labs |
| 4. | Library | Upto 2 Minutes |
| 5. | Toilets/ separate CWSN toilets for boys and girls on every floor/ Ramps/ lift to access upper floor(s) | Upto 3 Minutes for boys and girls |
| 6. | Drinking water Arrangement | Upto 2 Minutes |
| 7. | Fire Safety Equipment | Up to 2 Minute |
| 8. | Class Rooms : Occupied and Vacant | Upto 3 Minutes in total for each standard primary, Middle, secondary & Sr. secondary) |

| | | |
|-----|---|-----------------|
| 9. | Other Rooms such as indoor games facilities, auditorium, activity rooms wellness rooms etc. | Upto 02 Minutes |
| 10. | Faculty interaction / class rooms interaction | Upto 3 Minutes |
| 11. | Documents verification | Upto 5 Minutes |

Important : No assembly / welcome ceremony will be held for IC members.

2.3 Salient features to be covered during physical inspection:-

Infrastructure Details to be covered in Inspection

- The name of the school is prominently painted / displayed on the façade / entrance gate. Flex boards or other temporary posters displaying the name of the school will not be acceptable.
- Concrete boundary wall of not less than 6 ft height, enclosing the school campus/site. **Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below the height of 6 ft. shall not be acceptable.** If fencing / grill is required then the same should be over and above 6 ft. of height.
- Ramps at the entrance(s) of the school. (Please refer circular no. Circular No : 11/2024 Date of (09 Aug 2024)
- Ramps/lifts for CWSN to access the upper floors of the school (in case of a multistoried school) (Please refer circular no. Circular No : 11/2024 Date of (09 Aug 2024)
- Appropriate laboratory infrastructure for composite science lab, Physics, Chemistry, Biology, Mathematics and Computer lab (please refer to Sop / guidelines / accessibility code issued by the board)
- Composite Science Lab in Secondary & Senior Secondary both Schools (please refer to Sop / guidelines / accessibility code issued by the board)
- Well stocked library with adequate reading area for students and staff.
- Well-developed indoor and outdoor sports facilities
- Toilet facilities available in the school for boys and girls and urinal station in school toilets with proper partition.
- Separate toilets for CWSN, boys and girls. These should be provided on every floor (in case of multistoried schools) (please refer to Sop / guidelines / accessibility code issued by the board)
- Aerial view of school covering school campus, playground, Concrete boundary wall not less than 6 feet all around the school campus/site.
- Verification that no public road, canal or thorough-fare, HT line etc. is passing through the land in which school is located
- No other school / institution should be existing in the same premises.
- In the light of the SOPs issued by the Board with respect to the infrastructure such as Labs, Library, CWSN provisions etc., the IC members are required to go through the same and conduct inspection accordingly.

https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf

https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf

https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf Accessibility code

2.4 Guidelines for Virtual Inspection (VIOS)

- Date of Inspection to be finalized mutually by the member(s) within stipulated time period (as the case may be)
- IC members to go through the video link given by schools prior to the Inspection.
- IC will prepare a questionnaire based on video and documents to be discussed during VIOS
- Detailed guidelines for VIOS may be seen at <https://saras.cbse.gov.in/cbsedoc/Circular/Circular/SOP%20for%20Virtual%20Inspection.pdf>

2.5 The critical points which shall be verified by Inspection Committee in Virtual Inspection:-

Infrastructure Details to be covered in Inspection

- The name of the school is prominently painted / displayed on the façade / entrance gate. Flex boards or other temporary posters displaying the name of the school will not be acceptable.
- Concrete boundary wall of not less than 6 ft height, enclosing the school campus/site. **Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below the height of 6 ft. shall not be acceptable.** If fencing / grill is required then the same should be over and above 6 ft. of height
- Ramps at the entrance(s) of the school (Please refer circular no. Circular No : 11/2024 Date of (09 Aug 2024).
- Ramps/lifts for CWSN to access the upper floors of the school(in case of a multistoried school) (Please refer circular no. Circular No : 11/2024 Date of (09 Aug 2024)
- Appropriate laboratory infrastructure for composite science lab, Physics, Chemistry, Biology, Mathematics and Computer lab
- Composite Science Lab in Secondary & Senior Secondary both Schools
- Well stocked library with adequate reading area
- Well-developed indoor and outdoor sports facilities
- Toilet facilities available in the school for boys and girls and urinal station in school toilets with proper partition.

- Separate toilets for CWSN, boys and girls. These should be provided on every floor (in case of multistoried schools)
- Aerial view of school covering school campus, playground, Concrete boundary wall not less than 6 feet all around the school campus/site.
- Verification that no public road, canal or thorough-fare, HT line etc. is passing through the land in which school is located
- No other school / institution should be existing in the same premises.
- In the light of the SOPs issued by the Board with respect to the infrastructure such as Labs, Library, CWSN provisions etc., the IC members are required to go through the same and conduct inspection accordingly.

https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf

https://saras.cbse.gov.in/saras/Circulars/Circular05_2023.pdf

https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf

Document/data verification :-

- Inspection Committee members shall verify all information with original documents and submit report accordingly.
 - They will check documentation maintained by the school in respect of statutory committees (POCSO and SMC), personal records of staff and salary payments.
- Inspection committee members shall interact with the Management and the Principal during Virtual Inspection.

Check List for Virtual Inspection:

- ✓ School Principal - Availability of good quality Tab/ IPAD/ Laptop with high speed Wi-Fi internet connectivity. The school should also keep ready alternate backup arrangement of Internet such as extra dongle of different internet service provider (ISP). Scanner and laptop should also be available for scanning of any required documents.
- ✓ School should also make arrangement of a person with videography skills to ensure smooth and quality recording of video over **MICROSOFT TEAMS** Software using TABLET/IPAD.
- ✓ In order to ensure fairness and transparency in the process of affiliation, the entire process of inspection will be video- graphed.

2.6 Review of Application

The school is required to visit the progress panel of SARAS application through school log in for request of review against the decision of the Board within 15 days from the date of Rejection letter. The review inspection can be held in any mode decided by the Board i.e. Physical, Virtual and Documentary.

2.6.1 WORK FLOW:

Step: 1 Date for Review Committee shall be fixed and finalized in consultation with Review Committee members, Schools and the Co-ordinating Desk Officer shall create link for virtual meeting. After setting up meeting, Co-ordinating Desk Officer shall send invitation link through e-mail to the Review Committee members and the School Authority on their registered mail-ids.

Step: 2 The meeting shall be conducted in virtual mode only through Microsoft team.

Step: 3 The school shall ensure availability of Tablet/ Laptop with **high speed wi-fi internet connectivity**. The school shall also keep ready alternate arrangement of Internet such as extra dongle of different internet serviceprovider (ISP). The school shall be ready with IT personnel for technical assistance, if any. The school shall make arrangement for professional videographer to ensure that all the deficiencies areas are covered.

Step: 4 The login credentials for appointment of Review Committee members in respect of review application shall be communicated to their official e- mail ID. On the Date and Time of virtual meeting the Review Committee members and the school authorities will join the meeting by clicking on the link sent on their registered email ID.

Step: 5 The Review Committee members shall submit their consent through the link provided in the e-mail.

Step: 6 Two representatives of the Applicant school as mentioned at S. No.

2.6.2 above, shall represent their case in respect of the deficiencies pointed out and placed supporting documents before the Review Committee.

Step: 7 The review committee shall seek clarification from the school on the grounds of rejection and verify through virtual inspection of schools and documents, whether the school has removed the deficiencies on ground on which the original application was rejected. The Review Committee shall give its clear recommendations for grant or rejection of the application as the case may be.

2.6.2 ARRANGEMENT BY SCHOOL:

- ✓ The school has to apply for review within 15 days from the date of rejection letter through their progress panel.
- ✓ The school applied for review of application for affiliation must keep all the relevant original documents ready for presenting before the Review Committee through virtual hearing.
- ✓ Two representative on behalf of the school (either Chairman/ Secretary of the Trust/ Society/ Company/Principal/ Director/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall represent their case (after Not eligible for grant in the Scrutiny/Inspection) along with the compliance and supporting documents before the Review Committee.

2.6.3 Checklist for Review Committee: –

- ✓ School Authority - Availability of Tablet/ Laptop with high speed wi-fi internet connectivity such as 4G Data Card/ Dongle. The school should also keep ready alternate arrangement of Internet such as extra dongle of different internet service provider (ISP).
- ✓ Review Committee members – 1. Tablet/ Laptop with high speed internet connectivity. 2. IC members and school ensure to go through the Affiliation Bye Laws, 2018 & Affiliation Manual uploaded on SARAS portal and should be opened simultaneously at the time of inspection for ready reference. 3. Coordination should be maintained among Review committee members so that the recommendation of the case is unanimous.

- ✓ Important Note: Both School Authority and Review Committee members should ensure availability of above infrastructure in working condition day before the virtual meeting.

2.6.4 Guidelines for Review Committee:

- ✓ Review Committee members shall ensure tablet/ Laptop with high speed internet connectivity.
- ✓ The Review Committee members shall not refuse this duty and ensure their availability as per the timelines.
- ✓ The mandate of Review committee is to address only those deficiencies and points on which the application has been rejected
- ✓ The Review Committee must read the Affiliation Bye-Laws, SARAS Manual, latest circulars before conducting the Review Meeting. The Review Committee shall go through the reasons for rejections and familiarize with the latest /relevant circulars issued in this regard.
- ✓ The Review Committee shall maintain the decorum in the virtual meeting and refrain from passing any vague remarks during the meeting and must focus only on the compliance points submitted by the school.
- ✓ During the Review Committee proceeding, no other activity shall be carried on simultaneously.
- ✓ No member shall be the head of the committee and both shall be considered at par and share equal responsibility for conducting the review. None of the member shall be inactive during this meeting.
- ✓ The recommendation of the Review Committee should be clear for each and every rejection point communicated to the school in rejection letter. The Review committee should ensure that their remarks are not vague such as “Review committee is unable to verify the claims of the school” and “affiliation unit should physically verify”.

SOP for Review of Affiliation Cases :

https://www.cbse.gov.in/cbsenew/documents//Circular_Aff_SOP_25042023.pdf

SECTION 3

AFFILIATION FEE

| S.No | CATEGORY OF AFFILIATION RELATED APPLICATIONS | Application Fee (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 Class 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 | -- | - |
| 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 5above | -- | -- |
| 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 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) | 50,000 | 2,00,000 | 25,000 (@ Rs. 5,000/- per annum) | 50,000 (@ Rs. 10,000/- per annum) |
| 21 | Maximum late for Extension of Affiliation | 1,00,000 | 1,00,000 | -- | -- |
| 22 | Increase/Decrease/ **Correction in Land Area in OASIS | 75,000 (In case of Increase / Decrease) 10,000 (In case of Correction) | 75,000 (In case of Increase / Decrease) 10,000 (In case of Correction) | -- | -- |

| | | | | | |
|----|--|--------|----------|--------|----------|
| 23 | Branch School | 50,000 | 2,00,000 | 45,000 | 1,00,000 |
| 24 | Review of application after rejection Post IC. | 50,000 | -- | -- | -- |

***As per clause 10.5.2 of Affiliation Bye-laws the fee deposited will not be refunded or adjusted irrespective of the grounds on which the application has been rejected even if the school has not been inspected.**

**** Correction of land area means if there is any wrong entry/ typographical error in the OASIS data.**

Circulars Reference Links



| Circular No. with Date | Subjects | Link |
|--|---|---|
| | Affiliation Bye-laws | https://saras.cbse.gov.in/saras/Affiliation%20Bye-Laws/Affiliation-Bye-Laws-English.pdf |
| Circular No : 03/2021 Date of (05 Mar 2021) | Amendments in Affiliation Bye laws – 2018 (Format of Mandatory Public Disclosure-Appendix IX) | https://saras.cbse.gov.in/saras/Circulars/Circular3.pdf |
| Circular No : 11/2022 Date of (04 Oct 2022) | Recommendation of infrastructure and facilities in the Laboratories and Library & Sports | https://saras.cbse.gov.in/saras/Circulars/Circular11_2022.pdf |
| Circular No : 12/2022 Date of (14 Oct 2022) | Suggestive formats of essential documents required for application under various categories of affiliation with CBSE | https://saras.cbse.gov.in/saras/Circulars/Circular12_2022.pdf |
| Circular No : 06/2023 Date of (14 Mar 2023) | Submission of the compliance(s) of condition mentioned in the conditional grant of affiliation / Upgradation / extension etc. under various categories in the SARAS | https://saras.cbse.gov.in/SARAS/Circulars/Circular06_2023.pdf |
| Circular No : 09/2023 Date of (24 Mar 2023) | Standard Operating Procedures (SOPs) for Inspection Committee members - reg. | https://saras.cbse.gov.in/saras/Circulars/Circular09_2023.pdf |
| Circular No : 10/2023 Date of (24 Mar 2023) | Implementation of Digital Infrastructure in CBSE Schools | https://saras.cbse.gov.in/saras/Circulars/Circular10_2023.pdf |
| Circular No : 11/2023 Date of (24 Mar 2023) | Standard Operating Procedures (SOPs) of Videography for Inspection Committee members - reg. | https://saras.cbse.gov.in/saras/Circulars/Circular11_2023.pdf |
| Circular No : 12/2023 Date of (24 Mar 2023) | Recommendations of National Curriculum Framework for Foundation Stage 2022 (NCF-FS 2022) in the schools affiliated to CBSE | https://saras.cbse.gov.in/SARAS/Circulars/Circular12_2023.pdf |
| Circular No : 14/2023 Date of (24 Mar 2023) | Mandatory Prior Self-Assessment against School Quality Assessment and Assurance (SQAA) Framework for acceptance of Applications for fresh affiliation/switch over/upgradation/extension for the Session 2024-25 and onwards on SARAS Portal | https://saras.cbse.gov.in/saras/Circulars/Circular14_2023.pdf |
| Circular No : 15/2023 Date of (24 Apr 2023) | Standard Operating Procedure for Review of Affiliation Cases | https://saras.cbse.gov.in/SARAS/Circulars/Circular15_2023.pdf |

| | | |
|--|---|---|
| Circular No : 24/2023 Date of (01 Sep 2023) | Guidelines for Residential Schools-reg. | https://saras.cbse.gov.in/saras/Circulars/Circular24_2023638291895542842523.pdf |
| Circular No : 25/2023 Date of (11 Sep 2023) | Clarification regarding number of permissible sections | https://saras.cbse.gov.in/SARAS/Circulars/Circular25_2023638300504849891955.pdf |
| Circular No : 02/2024 Date of (23 Jan 2024) | Minimum requirement of 40 computer system in Computer Science Lab in the school | https://saras.cbse.gov.in/saras/Circulars/Circular02_2024638416232518295383.pdf |
| Circular No : 03/2024 Date of (23 Jan 2024) | Updating of Online Affiliated School Information System (OASIS) data-reg. | https://saras.cbse.gov.in/saras/Circulars/Circular03_2024638416233778608615.pdf |
| Circular No : 05/2024 Date of (04 Apr 2024) | To register in Unified District Information System for Education (UDISE) + Portal for 2023-24 | https://saras.cbse.gov.in/saras/Circulars/Circular05_2024638479335322809062.pdf |
| Circular No : 11/2024 Date of (09 Aug 2024) | Guidelines for Children with Special Needs (CwSN) provisions for existing Schools and Schools seeking affiliation with the Board. | https://saras.cbse.gov.in/saras/Circulars/Circular11_2024638588111217016767.pdf |
| Circular No : 13/2024 Date of (16 Aug 2024) | Amendment of SARAS Manual 5.0 in r/o Clause 1.3 | https://saras.cbse.gov.in/saras/Circulars/Circular13_2024638594305779917755.pdf |
| Circular No : 01/2025 Date of (08 Jan 2025) | Reminder for uploading of prescribed mandatory documents and staff details on school's website | https://saras.cbse.gov.in/saras/Circulars/Circular01_2025638719541526601578.pdf |
| Circular No : 03/2025 Date of (18 Feb 2025) | Amendments in Affiliation Bye-Laws-2018 under Chapter 11 & 12. | https://saras.cbse.gov.in/saras/Circulars/Circular03_2025638755767179279641.pdf |
| Circular No : 04/2025 Date of (20 Feb 2025) | Amendments in Affiliation Bye-Laws-2018 w.r.t permit school to apply for affiliation with or without NOC. | https://saras.cbse.gov.in/saras/Circulars/Circular04_2025638757507350885363.pdf |
| Circular No : 05/2025 Date of (22 Feb 2025) | Affiliation Bye-Laws (Branch School)-2025 | https://saras.cbse.gov.in/saras/Circulars/Circular05_2025638760794636638304.pdf |

Note:-

For Safe Drinking water certificate, please refer Annexure-C of SARAS Manual

SECTION 4

SCREENSHOTS

OF

AFFILIATION APPLICATION FORM

SARAS 6.0

LOGIN



NATIONAL PORTAL OF INDIA

SARAS 6.0
School Affiliation Re-Engineered Automation System

| | | | |
|--|------------------------------------|--|-------------------------|
| INFORMATION, AFFILIATION BYE-LAWS, CIRCULARS, OASIS, SQAIF | INDEPENDENT, PSU NEW SCHOOL | GOVT, GOVT AIDED, CTSA, JNV, KVS, ARMY, AIR FORCE & NAVY NEW SCHOOL | FOREIGN NEW SCHOOL |
| LIST OF AFFILIATED SCHOOLS, CONTACT US | INDEPENDENT, PSU EXISTING SCHOOL | GOVT, GOVT AIDED, CTSA, JNV, KVS, ARMY, AIR FORCE & NAVY EXISTING SCHOOL | FOREIGN EXISTING SCHOOL |

Number of Visitors Counts SARAS 3.0 : 8 7 5 5 3 5
Number of Visitors Counts SARAS 4.0 : 2 0 1 2 3 4 6
Number of Visitors Counts SARAS 5.0 : 2 3 7 6 3 1 8
Number of Visitors Counts SARAS 6.0 : 0 2 1 2 6 5 4 2

Designed and Developed by IT Department CBSE HQ. Website Policy | CBSE Directory 1 | CBSE Directory 2

To apply for a new affiliation, go to Tile of Independent, PSU New School.



Select the categories from which you apply. If you want to apply for a new affiliation, click the Register New button. If you have already logged in and have a user ID and password, click the Login Button.

Click on the Register New --> Fill the KYC Form to Register > Fill all details.

[BACK](#) **FILL THE KYC FORM TO REGISTER**

Please read the following instructions:

- ▶ Before applying, the school must ensure that all the documents as per [Affiliation Bye-Laws](#) are available with the school.
- ▶ Please ensure that you have provided a valid email address and mobile number. All future communications will be made on the given email address and mobile number.
- ▶ The manager mobile number/school email id will be used as Login Id.
- ▶ The school should ensure that school name should be same in Application, Recognition and NOC.

Basic School Details:

| | |
|---|--|
| School Type | INDEPENDENT NEW SCHOOL |
| Applied for the category | Fresh Affiliation up to Senior Secondary Level |
| Name of School * | <input type="text"/> |
| Address 1 * | <input type="text"/> |
| Address 2 * | <input type="text"/> |
| Address 3 * | <input type="text"/> |
| State * | -Select- |
| District * | -Select- |
| City * | <input type="text"/> |
| Pin Code * | <input type="text"/> |
| STD/ISD-Phone No. * | <input type="text"/> STD/ISD <input type="text"/> Phone No without STD/ISD |
| School Website * (eg. http://www.xyz.com , https://www.xyz.com , www.xyz.com) | <input type="text"/> |
| School Email * (To be used for all future Communication) | <input type="text"/> |

[SEND OTP](#)

Department CBSE. All rights reserved. [Website Policy](#) | [CBSE Directory 1](#) | [CBSE Director](#)

Enter an appropriate school email address so that the system can validate it by clicking the validate OTP Button.

| | |
|---|--|
| School Website * (eg. http://www.xyz.com , https://www.xyz.com , www.xyz.com) | <input type="text" value="www.xyz.com"/> |
| School Email * (To be used for all future Communication) | <input type="text"/> |
| Verify OTP | <input type="text" value="7783"/> |

Principal's Name/Qualification and Manager Details:

[SEND OTP](#)

Resend OTP after 25 seconds

[VERIFY OTP](#)

Create Password

Password *

(Password must contain at least 1 Capital Letter, 1 Small Letter, 1 Special Character (@#%&*), 1 Numeric and Password Length between 8 to 15)

Confirm Password *

Security Pin *

6 9 K 9
7 8

Captcha Code

*NOTE: The school email id will be used as Login Id.

[SUBMIT](#)

Create a password, then type a security pin and click the Submit button.

Successfully Registered.
[CLICK HERE TO LOGIN](#)

After completing the registration, click Login to begin filling out the form.

BACK TO HOME

REGISTERED SCHOOL LOGIN HERE

Email Id

Login with
Password

-Select-
Password

OTP

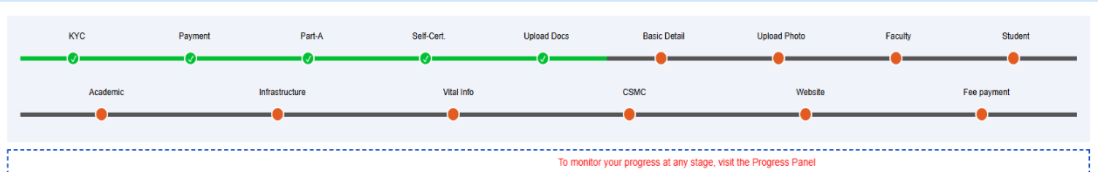
3 E X J T B

Please Enter Above Captcha Code
Captcha Code

LOGIN

Enter your password or OTP to log in. Both options are accessible.

KYC DETAILS



To monitor your progress at any stage, visit the Progress Panel

| List of Multiple Applications by School | KYC DETAILS | |
|---|-----------------------|---|
| KYC Details | Basic School Details | |
| KYC Payment | School Type | INDEPENDENT NEW SCHOOL |
| Part A | School Administration | INDEPENDENT |
| Part B | Selected Apply For | FRESH AFFILIATION UP TO SECONDARY LEVEL |
| Final Submit | Name of School | AFFILIATION |
| Final Payment | Address 1 | DWARKA |
| Progress Panel | Address 2 | DWARKA |
| Change Password | Address 3 | DWARKA |
| Log Out | State | DELHI |
| | District | SOUTH DELHI |
| | City | DELHI |
| | Pin Code | 110077 |
| | STD/ISD-Phone No | 011-2226688 |


The Progress page will display Pre Filled KYC data. The status and progress of the application being processed are shown in the Progress Panel. The Progress Panel will automatically turn green after the Application is finished. Click on Next Button.

KYC PAYMENT DETAILS

केन्द्रीय माध्यमिक शिक्षा बोर्ड (CBSE)
School Affiliation Re-engineered Automation System 6.0
(SARAS 6.0) (समदर)

To monitor your progress at any st.

| List of Multiple Applications by School | KYC PAYMENT DETAILS | |
|---|--|---|
| KYC Details | Payment Identification Number (Auto Generated) | SL000182627220250311123529 |
| KYC Payment | Apply For | Fresh Affiliation Up to Secondary Level |
| Part A | School Name | ABC |
| Part B | School Address | 111 FGJHDG |
| Final Submit | Amount | 10000 (INR) |
| Final Payment | <input checked="" type="radio"/> Online Payment | |
| Progress Panel | <input type="button" value="NEXT"/> | |
| Change Password | <small>Note : (i) - Payment confirmation in case of Debit/Credit card normally takes one day and in case of NEFT it takes 3-4 days. (ii) - For payment related issues please contact Bank.</small> | |
| Log Out | | |

Complete the KYC Payment then click on  button.

UPLOAD DOCUMENT

UPLOAD DOCUMENTS

School Type

INDEPENDENT NEW SCHOOL

Category of application

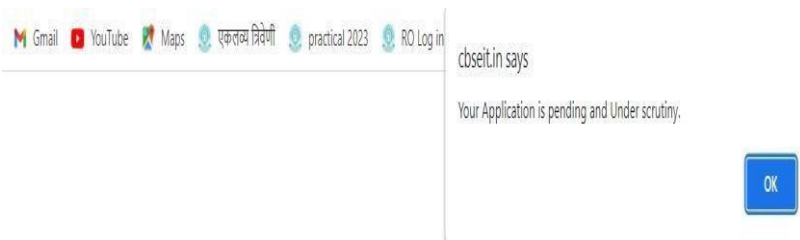
FRESH AFFILIATION UP TO SENIOR SECONDARY LEVEL

[Please Read Instructions Carefully](#)

- ▶ Legible images of at least 300 dpi should be uploaded. The images should be scanned with scanner not with mobile phone.
- ▶ In case the school is processing the document in vernacular medium, the translated duly notarized copy of the original document may also be attached in single PDF.
- ▶ Only PDF and JPG files can be uploaded and file size can not be more than 2 MB. & Land Certificate size can not be more than 4 MB.
- ▶ File Name should not contain following characters: (_ , ~ , ~ > # \$ % ^ & , + ' " =).

| DOCUMENT NAME | UPLOAD DOCUMENT | UPLOAD | VIEW |
|---|---|--------|------|
| NCC (View Sample Document) | Choose File No file chosen | UPLOAD | |
| Recognition Certificate (View Sample Document) | Choose File No file chosen | UPLOAD | |
| Land Certificate (View Sample Document) | Choose File No file chosen Whether the Document is in CBSE Format? <input type="radio"/> Yes <input type="radio"/> No | UPLOAD | |
| Building Safety Certificate (View Sample Document) | Choose File No file chosen | UPLOAD | |
| Fire Safety certificate (View Sample Document) | Choose File No file chosen | UPLOAD | |
| Building plan by Architect (Optional) | Choose File No file chosen | UPLOAD | |
| Society Registration (View Sample Document) | Choose File No file chosen | UPLOAD | |
| Water and Sanitation Certificates | Choose File No file chosen | UPLOAD | |
| Water sample test report from Public Health Engineer Department | Choose File No file chosen | UPLOAD | |
| Self-Certification | Choose File No file chosen | UPLOAD | |

Select the document to upload and press the Upload button. Only for the Land document if it is not in the correct format, select No and specify reasons in the text box before clicking the upload button.



After completing Part A, the case will be reviewed. Only you can fill up PART -B after it has been scrutinized.

PART B

BASIC DETAILS

To monitor your progress at any stage, visit the Progress Panel

| List of Multiple Applications by School | PART B - BASIC DETAILS |
|---|---|
| KYC Details | Principal's Retirement Date* DD/MM/YYYY |
| KYC Payment | School Email ID* dixyabhardwaj07@gmail.com |
| Part A | School Fax No.* |
| Part B | Year Of Establishment Of School* |
| Basic Detail | Whether School is Running Morning/ Evening/ Double Shift? * |
| Upload Photo | Currently Running Classes From * |
| Faculty Detail | -select- |
| Student Detail | Whether Offered Vocational/Skill Subjects * |
| Academic Detail | -select- |
| Infra Detail | Classes where skill subjects are offered * |
| Vital Info | -select- |
| Chairman and SMC Detail | |
| School Website Information | |

SUBMIT & NEXT

Complete PART B with basic information such as the principal's retirement date, the school's email address, whether the school operates on a morning, evening, or double shift, and so on. Click on submit and Next button.

FINAL PAYMENT DETAILS

To monitor your progress at any stage, visit the Progress Panel

| List of Multiple Applications by School | | FINAL PAYMENT DETAILS | |
|---|--|--|--|
| KYC Details | Payment Identification Number (Auto Generated) | 5500234D2512034E131192851 | |
| KYC Payment | Apply For | Fresh Affiliation up to Senior Secondary Level | |
| Part A | School Name | MIRACLE PUBLIC SCHOOL | |
| Part B | School Address | FRIENDS COLONY GAURVAH ROAD | |
| Final Submit | Amount | 240000 (INR / ₹) | |
| Final Payment | CHOOSE ANY ONE OPTION | | |
| Part C | <input checked="" type="radio"/> Online Payment | | |
| Progress Panel | NEXT | | |
| Account | <p style="font-size: x-small; margin: 0;">Note : (i) - Payment confirmation in case of Debit/Credit card normally takes one day and in case of NEFT it takes 3-4 days. (ii) - For payment related issues please contact Bank.</p> | | |

Submit the fee for a fresh registration.

To monitor your progress at any stage, visit the Progress Panel

| List of Multiple Applications by School | | FINAL PAYMENT DETAILS | |
|---|--|--|--|
| KYC Details | Payment Identification Number (Auto Generated) | 55913392425120230422171345 | |
| KYC Payment | Apply For | Fresh Affiliation up to Senior Secondary Level | |
| Part A | School Name | TEST DUMMY SCHOOL | |
| Part B | School Address | TESTTEST 2 | |
| Final Submit | Amount | 240000 (INR / ₹) | |
| Final Payment | Payment Status | Completed Successfully | |
| Part C | Payment Mode | online | |
| Progress Panel | Payment Initiated On | 22 Apr 2023 | |
| Account | Payment Updated On (SARAS) | 22 Apr 2023 | |

Once the final payment has been made, you can **view the Registration number**

from Progress Panel.

| | | | |
|---|--|--|---|
| FEE PAYMENT | AFTER DATA FINALISATION | | CLICK HERE FOR REGISTRATION NO. |
| KNOW YOUR REGISTRATION NO. FOR FURTHER REFERENCES | AFTER FEE PAYMENT AND ITS CONFIRMATION (UPTO 2-5 WORKING DAYS) | | |
| DATA DRIVEN SCRUTINY OF PART B | AFTER FEE PAYMENT AND ITS CONFIRMATION (UPTO 2-5 working days) | | |
| INSPECTION COMMITTEE (INSPECTION COMMITTEE USER MANUAL) | AFTER DATA DRIVEN SCRUTINY OF PART-B | | CLICK HERE TO SEE I/C MEMBERS |
| INSPECTION DATE | AFTER I/C (If Inspection not completed within 30 days after consent of IC or selection of date then your application will be rejected.) | | |

Scrutiny of an application will be done by Affiliation Unit. After the scrutiny I/C member can be formed.

INSPECTION COMMITTEE

The school must click on **the Progress Panel icon "CLICK HERE TO SEE I/C MEMBERS"** to view who has been appointed to the Inspection Committee.

| | | | |
|---|---|--|---|
| INSPECTION COMMITTEE (INSPECTION COMMITTEE USER MANUAL) | AFTER DATA DRIVEN SCRUTINY AND CONFIRMATION OF PAYMENT FROM BANK(IN SELECTED CASES) (If IC not created within 15 days after Final Payment then your application will be rejected.) | | CLICK HERE TO SEE I/C MEMBERS |
| INSPECTION DATE | AFTER I/C (If IC created and Inspection date not selected within 48 hours then your application will be rejected.) | | CLICK HERE TO SEE I/C DATE |

- ✓ Before showing Inspection committee members, the school must first confirm whether or not it is ready for inspection using the dialogue box. Upon confirmation, the list of Inspection Committee Members will be generated. Inspection committee members will give/submit their confirmation/consent through the text m.
- ✓ If any or both the Inspection committee members is not ready/refused for inspection then by clicking on the button "CLICK HERE TO CHANGE I/C MEMBERS", school can change/replace the IC members.
- ✓ The IC members appointed shall submit their consent within one week and thereafter fix the date on mutually agreed date within another week thereafter.
- ✓ After complete the Inspection of the school, IC member can submit their report. This report will be reviewed by the Competent Authority.
- ✓ If the school meets all of the standards, they will receive a Grant Letter; otherwise, complying with rejection, a review committee will be appointed from the Affiliation Unit to evaluate the school again.
- ✓ Before presenting the report, the Review Committee needs to verify all of the conditions for affiliation, and submit their report.

PROGRESS PANEL

[BACK TO HOME](#)

PROGRESS PANEL

CATEGORY OF APPLICATION :- Fresh Affiliation Up to Secondary Level
(If you applied in wrong Category then click => [Change Category](#))

| STEPS | TIMELINE | STATUS |
|---|---|---|
| KYC | START OF THE PROCESS | ✓ |
| REGISTRATION PAYMENT(Rs. 10000) | AFTER KYC | ✓ |
| PART A | AFTER REGISTRATION PAYMENT (In case of new schools, if Part A deficiencies are not uploaded within 15 days then your application will be rejected.) | ✓ ✗ ✗ |
| DATA DRIVEN SCRUTINY OF PART A | AFTER PART A DATA SUBMISSION | ✗ |
| PART B | AFTER SUCCESSFUL AUTO SCRUTINY OF PART-A (If you don't fill Part B along with payment within 15 days after grant of Part A then your application will be rejected (additional 14 days are given to BANK for payment updation eg. failed payment, NEFT, Challan etc.). If part B is auto imported, kindly ignore this message.) | ✗ ✗ ✗ ✗ ✗ ✗ ✗ ✗ ✗ ✗ |
| DATA FINALISATION | AFTER PREVIEW OF DATA SUBMITTED | ✗ |
| FEE PAYMENT | AFTER DATA FINALISATION | ✗ |
| KNOW YOUR REGISTRATION NO. FOR FURTHER REFERENCES | AFTER FEE PAYMENT AND ITS CONFIRMATION (UPTO 2-5 WORKING DAYS) | CLICK HERE FOR REGISTRATION NO. |
| DATA DRIVEN SCRUTINY OF PART B | AFTER FEE PAYMENT AND ITS CONFIRMATION (UPTO 2-5 working days) | ✗ |
| INSPECTION COMMITTEE (INSPECTION COMMITTEE USER MANUAL) | AFTER DATA DRIVEN SCRUTINY AND CONFIRMATION OF PAYMENT FROM BANK(IN SELECTED CASES) (If IC not created within 15 days after Final Payment then your application will be rejected.) | ✗ CLICK HERE TO SEE I/C MEMBERS |

Status of an application can be checked from Progress Panel.

SECTION 5

- ✓ **Land certificate samples of Certificates submitted by CBSE affiliated schools**
- ✓ **Proforma for Safe Drinking water and Sanitary condition**
- ✓ **Proforma for Building Safety Certificate**

Annexure B

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.

Annexure C

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) fromPHED

inspected the

(Name & Address of the school) on(date of inspection) and on the basis of

Water Test Report (Attached) bearing no..... dated.....

of (PHED Lab) certified that the

.....(Name of school) has safe drinking water

facilities for the students and members of staff of the institution. School is also maintains the

hygienic sanitation condition in the school building & the campus as per norms prescribed by the

Central/ State/ U.T. Govt.

This certificate is valid till

Signature with Seal:

Name :

Designation :

Name & Address of the Office / Department :

To

.....

.....

(Name & Address of the Institution)

Note: The certificate is to be issued by authorized officer / PHED Lab / local bodies

Annexure D

BUILDING SAFETY CERTIFICATE

No.

Dated:

It is certified that the existing building (name of the building or premises) at

..... (address) is having block(s)/Floor(s) as per details below:

| Detail of Block(s) in school | Block (1) | Block (2) | Block (3) | Block (4) | Block (5) | Block (6) |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| No. of Floor(s) in the Block | | | | | | |

The building is 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 for running school 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. In case of block is more than six use separate sheet for detail.

Signature with Seal : _____

Name : _____

Designation : _____

Name & Address of Department/ Office: _____