



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)  
**CENTRAL BOARD OF SECONDARY EDUCATION**  
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## CHAPTER 13:

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



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**Appendix I**

SNo	CATEGORY OF AFFILIATION RELATED APPLICATIONS	Application Fees (INR)			
		General Affiliation		Regular Affiliation	
		In India	Abroad	In India	Abroad
1	Approval for Middle School Syllabus	50,000	2,00,000	20,000	50,000
2	Fresh Affiliation Up to Secondary Level	1,50,000	2,50,000	20,000	50,000
3	Upgradation to Secondary Level	1,00,000	2,00,000	20,000	50,000
4	Secondary Level Switch-over from other boards	1,50,000	2,50,000	20,000	50,000
5	Fresh Affiliation up to Senior Secondary Level	2,50,000	2,50,000	20,000	50,000
6	Upgradation to Senior Secondary Level	1,00,000	2,00,000	20,000	50,000
7	Senior Secondary Level Switch-over from other boards	2,50,000	2,50,000	20,000	50,000
8	Re-inspection	50,000	1,00,000	--	--
9	Periodical Inspection	50,000	1,00,000	--	--
10	Surprise Inspection	50,000	1,00,000	--	--
11	Permission of two Shifts (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--
12	Permission of site shifting (As per Status of School)	1, 2 or 5 above	1, 2 or 5 above	--	--
13	Permission of name change of school/society (As per status of school)	75 % of 1, 2 or 5 above	75% of 1, 2 or 5 above	--	--
14	Permission for Section increase (Excluding re-inspection fee)	75,000	75,000	--	--
15	Transfer of school from one society to another (Excluding re-inspection fee)	4,00,000	4,00,000	10,000	20,000
16	Introduction of Additional Subject (Science) (Excluding re-inspection fee)	10,000 per subject	50,000 per subject	2,000 per subject	5,000 per subject



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17	Introduction of Additional Subject (NON_SCIENCE) <b>SCHOOLS SHOULD UPDATE THE SUBJECTS IN <u>OASIS PORTAL</u></b>		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	<b>1<sup>st</sup> March to 31<sup>st</sup> May</b>	50,000	2,00,000	--	--
		<b>01<sup>st</sup> June to 31<sup>st</sup> December (with additional fees)</b>	50000 with an additional fee* 10,000 per month	2,00,000 with an additional Fee* 50,000 per month		
		<b>Late fee per month for Extension of Affiliation after 31<sup>st</sup> December</b>	<b><u>25,000</u></b>	<b><u>25,000</u></b>		
		<b>Maximum late fee for Extension of Affiliation for a particular session</b>	1,00,000	1,00,000		--
		<b>Maximum fee payable for schools applying for extension of Affiliation after 31<sup>st</sup> December for a particular session</b>	Rs. 50,000 (Fee) + 1,00,000 (Late Fee) = Rs. 1,50,000/-	Rs. 2,00,000 (Fee) + 1,00,000 (Late Fee) = Rs. 3,00,000/-		--
21	Annual Fee		--	--	5,000	10,000
22	Closure of School		--	--	--	--

- No additional late fee is applicable for schools applying for Extension of Affiliation only for the session 2022-23 due to Covid-19 pandemic situation.**



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### APPENDIX VI

SN	Affiliation from	Time frame and session during which the application is to be submitted	Example/Explanation: In case the school wants to obtain affiliation w.e.f. session April-2022 to March- 2027, the school may apply for all fresh affiliation and Up gradation of Affiliation as per following timelines: (or) as revised from time to time for the relevant session(s)
			<ul style="list-style-type: none"> <li>- Open on 01<sup>st</sup> March and close by 31<sup>st</sup> March and</li> <li>- Open on 1<sup>st</sup> June and close by 30<sup>th</sup> June</li> <li>- Open on 01<sup>st</sup> September and close by 30<sup>th</sup> September.</li> </ul>
(a)	Class-1 to Class-8 (Middle Class Syllabus)	In any session when the school is having classes at least up to class 5.	If it is having classes 1, 2, 3, 4 and 5 (All) running on the date of application.
(b)	Class-6 to Class-8 (Middle Class Syllabus)	** In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(c)	Class-1 to Class-10 (Secondary Level)	In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>classes up to 6 (all)</u> or <u>up to 7 (all)</u> running on the date of application.
(d)	Class-6 to Class-10 (Secondary Level)	*In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(e)	Class-1 to Class-12 (Sr. Secondary Level)	In any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>classes up to 6 (all)</u> or <u>up to 7 (all)</u> running on the date of application.
(f)	Class-6 to Class-12 (Sr. Secondary Level)	*Any session when the school is having at least class 6 and has not admitted students in class 8.	If it is having either <u>class-6</u> or <u>6 and 7 both</u> running on the date of application.
(g)	Upgradation to Senior Secondary	In any session when the school is having classes at least up to class 9.	If it is having <u>class-9</u> running on the date of application.
(h)	Secondary Level Level switch-over from other boards.	In any session when the school is having classes at least up to class 9 of any other Board.	If it is having <u>class-9</u> of any other Board running on the date of application.
(i)	Senior Secondary Level switch-over from other boards.	In any session when the school is having classes at least up to class 11 of the state board.	If it is having <u>class-11</u> of any other Board running on the date of application.
(j)	Additional Subjects	In any session at least two sessions prior to the session with increased sections	The school may apply throughout the year and the permission for additional subjects will be considered for next session.
(k)	Section increase	In any session at least two sessions prior to the session with increased sections	The school may apply throughout the year and the permission for increased section will be considered for next session.
(l)	Extension of affiliation	In the session one year prior to the session to which the school is affiliated.	For Extension of affiliation shall be open on 01 <sup>st</sup> March and shall close on 31 <sup>st</sup> May.

\*In case (b), (d) and (f) above if the school is already having classes up to standard-8 on the date of application i.e. between 1<sup>st</sup> January and 30<sup>th</sup> September of 2021, the application of the school will be processed for session 2022-23 only and the school is not allowed to take admission in CBSE pattern classes in session 2021-22.

\*\* Provision deleted vide decision taken in Affiliation Committee meeting dated 14<sup>th</sup> December, 2020.



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**APPENDIX - IX**

**Mandatory Public Disclosure**

**A: GENERAL INFORMATION:**

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

**B: DOCUMENTS AND INFORMATION:**

SL NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT./UT	
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	
7	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATIONOR SELF CERTIFICATION BY SCHOOL	
8	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	

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



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C: **RESULT AND ACADEMICS:**

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

**RESULT CLASS: X**

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

**RESULT CLASS: XII**

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

D: **STAFF (TEACHING)**

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



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E:

### SCHOOL INFRASTRUCTURE:

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



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**Appendix X**

**CERTIFICATE OF LAND**

**File No.**

**Date:**

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

Sr.No.	Particulars	Details
1	Plot No. (s)/ Survey No. (s)/Khasra No. (s)/Khata No.(s)/Khatauni No.(s)	
2	Name of street//village, sub Division, District and State	
3	In terms of (give details of the document/deed i.e. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed (with period in terms of no. of years)/Sub lease (with period in terms of no. of years) Allotment Letter etc.	
4	Registration details:	
	- Duly registered on	
	- Executed by	
	- Serial No.	
	- Book no.	
	- Volume no. etc	

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



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**THE SCHEDULED OF LAND ABOVE REFERRED TO**

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

North :  
East :  
West :  
South :

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

**(Stamp and Signature)**

**(Name of Officer)**

**(Name of District)**