APPLY FOR INTRODUCTION OF ADDITIONAL SUBJECT(S)

The Secretary,
Central Board of Secondary Education,
Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi - 110092

Sub:- Request for introduction of additional subject(s) from the academic session ............... (Year) in class XI.

Sir/Madam,

Approval for teaching of the following additional subject(s) with effect from.............................................................is requested:

Subjects: (i)......................................... (ii).........................................
(iii)........................................... (iv).........................................
(v)............................................ (vi).........................................

Information in respect of facilities available/proposed to be made available for the teaching of additional subject is attached on following points:
(a) Additional accommodation for teaching the subject(if the subjects need a separate room).
(b) Particulars of teacher(s) to teach the subject(s) (Give details of academic qualifications etc on the prescribed proforma)
(c) Apparatus and equipment provided for teaching subject(s) and amount spent. Attach separate lists of articles and apparatus etc. with cost for each subject, if applicable.
(d) Amount proposed to be spent on the equipments and accessories required for introduction of the new subject(s) in the next year....................
(e) Particulars of library book added/proposed to be added on the subject(s) in the current financial year.
(f) Dimensions of the laboratory if the subject involves practical work.
(g) any other relevant information.............................................................

Countersigned: ......................................................................................

Yours faithfully,

Principal

Name...........................................
(With Stamp)

Asstt. Commissioner KVS/NVS/AWSES
DPI/Education Officer of region/Dist.

Name...........................................
(With Stamp)

Notes:

1. Every application must be accompanied with the prescribed fee for each additional subject proposed to be introduced. The amount be remitted through a crossed demand draft payable to the Secretary, Central Board of Secondary Education, Delhi or in cash. The details of fees are as under:-
   i) Govt./Aided/KVs/JNVs Rs. 1000/-per subject
   ii) Overseas KVs Rs. 2000/-

2. Application for introduction of Additional subject(s) should reach the Board’s office not later than 30th June of the year preceding in which the subject is proposed to be introduced (alongwith a copy of approval letter issued by the Competent Authority of the school).