

**APPLICATION FOR INTRODUCTION OF ADDITIONAL SUBJECT (S)**

Affln. Code No.....

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 :

- Additional accommodation for teaching the subject (if the subjects need a separate room).
- particulars of teacher (s) to teach the subject(s) ( Give details of academic qualifications etc on the prescribed proforma)
- 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.
- Amount proposed to be spent on the equipments and accessories required for introduction of the new subject(s) in the next year.....
- Particulars of library book added/ proposed to be added on the subject(s) in the current financial year.
- Dimensions of the laboratory if the subject involves practical work.
- any other relevant information.....

Countersigned:

Yours faithfully,

**Principal**

Name.....

(With Stamp)

Asstt. Commissioner KVS/NVS/AWES  
DPI/Education Officer of region/Distt.

Name.....

(With Stamp)

**Notes :**

- 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/-
- 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 ).