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## **CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

DATED: 10.11.2016

### **INSTRUCTIONS AND PROCEDURE FOR ON-LINE APPLICATION FORM FOR APPROVAL OF MIDDLE CLASS SYLLABUS / PROVISIONAL AFFILIATION OR SWITCH OVER UPTO SECONDARY LEVEL / UPGRADATION OR SWITCH OVER TO SENIOR SECONDARY LEVEL / ADDITIONAL SUBJECTs / EXTENSION OF PROVISIONAL AFFILIATION**

1. This is an electronic Application Form. Please read the following instructions and procedures carefully before you start filling the form.
2. Please read the Affiliation Bye Laws carefully before applying.
3. Following types of Schools are eligible for affiliation with Central Board of Secondary Education (CBSE): -
  - Government or Government aided schools.
  - Schools run by autonomous organisations under the Government like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organization (CTSO), Sainik Schools Society etc.
  - Schools run by Government Department directly like Defence, Railways etc.
  - Schools managed directly by Public Sector Undertakings or by reputed societies of Public Sector Undertakings under the financial control of such Public-Sector Undertakings or by Societies formed by such Undertakings
  - Private independent unaided schools run by trust, society or under section 8 (xxv) of companies act.
4. Following types of Online application may be submitted: -
  - 1) Approval of Middle Class Syllabus.
  - 2) Provisional Affiliation up to Secondary level.
  - 3) Switch Over from State Board to CBSE at Secondary level.
  - 4) Upgradation to Senior Secondary level.
  - 5) Switch Over to Senior Secondary level from State Board to CBSE.
  - 6) Extension of Provisional Affiliation, applicable in case of already CBSE affiliated Senior Secondary schools.
  - 7) Application for Additional Subject/s, applicable in case of already CBSE affiliated Senior Secondary schools.

**Please Note** :- There will be no Composite Affiliation up to Class XII except in 'switch over cases' mentioned at Point No. 2 above. For non-switch over cases, a school has to first

affiliate itself with CBSE up to Secondary stage and run class IX for a minimum period of one year before applying for Upgradation to Senior Secondary level.

- Affiliation fee is to be deposited by online banking/ debit card/credit card/NEFT.

5. It may be ensured that the school is fulfilling the following essential conditions, otherwise the application is likely to be summarily rejected: -

- i) No Objection Certificate

AND

- ii) Recognition Letter from the State Government

OR

Recommendation from concerned Embassy of India in case of schools located outside India.

Note:- NOC/Recognition is not required in cases of schools run by Government Departments/Government Undertakings/managed by Societies for Govt. Undertakings and financed and controlled by the Undertakings.

- Ownership or lease of requisite land in the name of the school or Society/Trust running the school. (If the land has been taken on lease, acceptable lease period is 30 years).
- Availability of well qualified staff as per qualifications detailed in Chapter IX of the Affiliation Bye laws. The number of PRTs, TGTs, & PGTs should be sufficient to teach respective sections.
- Non-proprietary character of the Trust or Society running the school (to be shown by way of an affidavit).
- Payment of salaries to staff not less than the corresponding categories of employees in the State/Central Government.

In case of Private unaided schools, the schools must be established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

6. Last date for submission of application is 30<sup>th</sup> June of the year preceding the year in which class VII, IX, XI is proposed to be started. These classes should not be started without prior affiliation with the Board. However for Extension cases, the schools who have missed the deadline last year can apply this year with late fee.
7. The CBSE will not be responsible for any consequences if these classes are started without proper affiliation etc. by the CBSE.
8. In case of any dispute(s) regarding the withdrawal or not granting affiliation or any other matter pertaining to upgradation and or any matter arising in respect of anything pertaining to affiliation with any school and or any other person, Society, company or organization, the courts and tribunals at the Delhi shall have the exclusive jurisdiction to entertain such disputes.
9. Schools are required to attach the following documents for applying to **APPROVAL OF MIDDLE CLASS SYLLABUS / PROVISIONAL AFFILIATION OR SWITCH OVER UPTO SECONDARY LEVEL / UPGRADATION OR SWITCH OVER TO SENIOR SECONDARY LEVEL** as scanned copies. (jpg and pdf files only & not more than 2 MB in size.)

- **No Objection Certificate to the effect that State/UT Government has no objection to the affiliation of the school with CBSE. No Objection Certificate once issued to any school will be considered at par even if it prescribed a specific period and / or level unless it is withdrawn. Condition to submit No Objection Certificate will not be applicable to categories of schools stated at Rule 3.1 (i) to (iv) of Affiliation Bye-laws of the Board**

**AND**

**Formal prior Recognition letter from concerned State/UT Education Department i.e. Recognition for classes I to V required for Middle Class Approval and Recognition for classes I to VIII required for Provisional Affiliation up to Secondary Level. Both NOC and Recognition letter have to be scanned as a single pdf file and uploaded.**

**Or**

**Recommendation from Embassy of India (if applicable)**

- **Copy of Registration letter of the Trust/Society Management Committee.**
- **Land Certificate from concerned authority (As per enclosed proforma).**
- **Affidavit of Non-Proprietary Character of society from First Class Magistrate.**
- **No relation affidavit amongst the School Managing Committee members.**
- **Infrastructure detail photographs Front view, back view, library, all labs, top view from roof of school including playground and all 4 sides of boundary wall in a single PDF file.**
- **Fire safety certificate Appendix VII of affiliation bye laws.**
- **Health & Sanitation certificate.**
- **Safe drinking water certificate Appendix VIII of affiliation bye laws**
- **Building Safety Certificate.**
- **Staff EPF deduction certificate Latest EPF challan in the name of the school**
- **Reserve funds proof (Only in case of upgradation).**
- **Balance sheet/Financial status certified by CA for last 3 years (up to 4 MB)**
- **Salary paid through ECS/Cheque (Certificate issued by the associated bank).**
- **In case of switch over,**
  1. **Affidavit for closure of classes in phased manner along with**
  2. **3 years State board result in gazette issued by state board**
- **Land registration and/or lease documents (up to 4 MB)**
- **Affidavit from school that without Affiliation they will not start class 9th/11th otherwise liable for suitable action as per clause 15.9 of Affiliation bye laws of the Board**
- **Certificate to the effect that society/school is not part of any franchise arrangement as per clause 19.1(i) (ii) and clause 7.2**

**10. Schools are required to attach the following documents for applying to EXTENSION OF PROVISIONAL AFFILIATION as scanned copies. (jpg and pdf files only & not more than 2 MB in size.)**

- **A Scanned copy of Reserve Fund maintained as per norms.**
- **A Scanned copy of EPF code No. allotted by the EPF department.**
- **A Scanned copy of Affidavit to the effect that the school is not sponsoring candidates for Board's Examination of any other School/Branch, which is not affiliated to the Board.**

## Affiliation Fee

### **A. Affiliation Fee in respect of Independent Schools.**

<b>Approval of middle class syllabus:</b>	
Independent schools within the country	Rs.25,000/-
Independent Schools	Rs.40,000/-
<b>Fresh Provisional Affiliation for Secondary Classes (Class X)</b>	
Independent schools within the country	Rs.75,000/- Rs.50,000/- (If already affiliated up to Middle Class)
Overseas Independent Schools	Rs.1,25,000/- Rs.75,000/- (If already affiliated up to Middle Class)
<b>Upgradation Senior Secondary level</b>	
Independent schools within the country	Rs.50,000/- Rs.1,25,000/- (If switch over from other Board)
Overseas Independent Schools	Rs.75,000/- Rs.2,00,000/- (If switch over from other Board))
<b>Introduction of additional subject</b>	
Independent schools within the country (Science Subject)	Rs 5,000/- per subject
Independent schools within the country (Other Subject)	Rs 3,000/- per subject
Overseas Independent Schools (Science Subject)	Rs. 15,000/- per subject
Overseas Independent Schools (Other Subject)	Rs. 10,000/- per subject
<b>Extension of Provisional Affiliation</b>	
Independent schools within the country	Rs 25,000/-
Overseas Independent Schools	Rs 60,000/-
Late Fee	Rs.10,000/- (Rs. Ten Thousand Only) per month
<b>B. Affiliation Fee in respect of Govt./Aided/KVS/JNV Schools</b>	
<b>A.</b>	
Fresh Regular Affiliation of Secondary Classes	Rs.10,000/-
Upgradation to Senior Secondary level	Rs.10,000/-
Introduction of additional subject (per subject)	Rs.1,000/-
Annual Fee	Rs.3,000/-

**C. Overseas KVS Schools**

Fresh Regular Affiliation of Secondary Classes	Rs.25,000/-
Upgradation to Senior Secondary level	Rs.25,000/-
Introduction of additional subject (per subject)	Rs.2,000/-
Annual Fee	Rs.5,000/-

**D. Fee for Permanent Affiliation**

Independent schools within the country	Rs.50,000/-
Overseas Independent Schools	Rs.1,00,000/-

**E. Appeal Fee for Permanent Affiliation**

Independent schools within the country	Rs.25,000/-
Overseas Independent Schools	Rs.50,000/-

**F. Fee for conduct of Re-inspection for verification of compliance/after rejection**

Independent schools within the country	Rs.25,000/-
Overseas Independent Schools	Rs.50,000/-

**G. Restoration/Re-affiliation of disaffiliated school for violation of Examination/Affiliation Bye-Laws.**

Independent schools within the country	Rs.3,00,000/-
Overseas Independent Schools	Rs.5,00,000/-

**The School can pay the fees by Debit/Credit/Card/Online Banking/NEFT/RTGS/SWIFT.**