



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No. CBSE/AFF/Circular-MPD/2025/00089

Date: 08th January, 2025

Circular No. 01/2025

THROUGH EMAIL

IMMEDIATE

CIRCULAR

To,
Heads of Institution of affiliated Schools of CBSE.

Sub: Reminder for uploading of prescribed mandatory documents and staff details on Schools' website.

Ref: CBSE Circular Nos. CBSE/AFF/03/2021 dt. 05.03.2021 and CBSE/AFF/09/2021 dt. 21.05.2021 (copies attached).

Sir/Madam,

The Board vide Circular No. 03/2021 dt. 05.03.2021 (Sl. No. 3 Clause 2.3.8 and Sl. No. 5 Clause 2.4.9) had issued directions to all affiliated school to develop their own individual website and shall upload details of teachers with qualifications as well as prescribed information and documents as part of Mandatory Public Disclosure, according to the format given in the cited circular, under Appendix-IX.

The Board, vide Circular No. 09/2021 dt. 21.05.2021, once again directed to schools to comply with the above provisions within a period of one month, failing which the Board shall be constrained to take necessary action against the erring schools as per provisions mentioned in Chapter 12 of CBSE Affiliation Bye-Laws, 2018.

However, inspite of the repeated directions by the Board, it has been observed that many affiliated schools still do not have a functional website. Besides, some schools though have a school website but have either not uploaded or partially uploaded the desired information and documents, under Mandatory Public Disclosure.

In some cases, it is observed that schools have though uploaded the desired information/documents but the links to these documents are inactive. Few schools have although uploaded the prescribed information/documents, but the icon/link of the same is not prominently displayed on its Main Home page.

Contd. on page 02.



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Therefore the Board is giving **one final opportunity to all affiliated schools who have not yet complied with the above instructions**, with a direction to carefully go through both the circulars cited above and upload all prescribed information and documents in an unambiguous and absolute manner **within 30 days of the issue of this Circular**, failing which the Board shall be constraint to initiate necessary-proceedings and imposing penalty against the erring schools as per Chapter 12 in accordance with Chapter 13 of Affiliation Bye-Laws, without any further reminder.

Those schools who have apparently complied with the given directions are also instructed to re-visit their website and verify the uploaded information & documents vis-a-vis the directions given herein in the light of the cited circulars. In case of any disparity, the same ay be updated immediately.



(Himanshu Gupta, IAS)
Secretary

Encl: CBSE Circular Nos. CBSE/AFF/03/2021 dt. 05.03.2021 and CBSE/AFF/09/2021 dt.21.05.2021

Copy for information to:

1. School Principals and Managers of all affiliated Independent/Private Schools.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
3. The Commissioner, Navodaya Vidyalaya Samiti, B 201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Director, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
5. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector 09, Chandigarh 160017.
6. The Director of Education, Govt. of Sikkim, Gangtok-737101.
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
8. The Director of Education, Govt. of A& N Islands, Port Blair 744101.
9. The Director of Education, Govt. of UT of Ladakh, Secretariat, Kurbathang, Kargil.
10. The Commissioner of School Education, Govt. of Andhra Pradesh, Road, Ibrahimpatnam Krishna District.
11. Department of School Education, Govt. of Andhra Pradesh D.No.398/3, Vidya bhavan, Venkatadiri towers, Atmakur(V) Mangalagiri(M), Guntur District -522503.
12. All Regional Directors/ Regional Officers/ Heads of CoE, CBSE with the request to disseminate the information for immediate compliance by the schools.
13. Joint Secretary (IT), CBSE HQ with a request for uploading this Circular on CBSE Main website as well as Affiliation/SARAS portal.



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(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No. CBSE/Aff./Circular/03/2021/

Dated: 05.03.2021

Circular No. 03

NOTIFICATION

Consequent upon the recommendations of the Affiliation Committee in its meeting held on 14.12.2020 vide Agenda Item No. 04 and its approval by the Governing Body of the Board in its meeting held on 23.12.2020 and subsequent approval of the Competent Authority, the following amendments have been made in various clauses of Affiliation Bye laws – 2018 and will come in to force from the date of issue of this notification.

SL. No	Chapter No./ Clause No.	Existing Rule	Amendments
1.	Chapter 1 addition	Definitions	<u>Lease deed- Lease deed also Includes sub lease deed with relevant parties as signatories to the sub lease deed.</u>
2.	Clause 2.1.3	Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, etc;	Schools run by Autonomous Organizations under the Government created for running the schools like Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti (NVS), Central Tibetan Schools Organisation (CTSO), Sainik Schools Society, <u>Societies formed for running schools by the welfare bodies or wives association etc. of Armed Forces of the Union or Central Armed Police Forces etc;</u>



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3.	Clause 2.3.8	The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website.	The school seeking affiliation shall develop and maintain its website providing all vital information regarding the school on the website <u>and upload mandatory Public Disclosure as per the format available at Appendix-IX</u>
4.	Clause 2.3.9	At the time of application, school will be required to submit information in online application portal, and two documents as prescribed: one from the District Education Administration as per Appendix II or III as applicable and a self-affidavit as per Appendix IV.	<u>At the time of application, school will be required to submit information in online application portal including Appendix X.</u>
5.	Clause 2.4.9	Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged.	Every affiliated school will develop their own website containing comprehensive information such as Affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of transfer certificates issued, etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged. <u>Mandatory Public Disclosure as per the format available at Appendix-IX shall be uploaded at prominent place on the website.</u>



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6.	Clause 2.7	Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of Three Years even if not expressly mentioned in the grant letter.	Schools which fulfill all the requirements of the Affiliation Bye-Laws shall be granted affiliation for an initial period of Five Years even if not expressly mentioned in the grant letter.
7.	Clause 2.9.4	Class 6th to Class 8th (All Schools)	Deleted
8.	Clause 4.7.9	Adequate ground to create outdoor facilities for at least 200 meter Athletics Track. Facilities for Kabbadi, Kho-Kho, Volleyball, basketball etc.	Adequate ground to create outdoor facilities for at least 200 meter Athletics Track. Facilities for Kabbadi, Kho-Kho, Volleyball, basketball etc. <u>In all cases where the affiliation has been granted on relaxed land norms, the outdoor facilities shall be proportional to available land.</u>
9.	Clause 10.1.5	On receipt of application, the Board will scrutinize the documents regarding fulfilling of various conditions.	On receipt of application, the Board may scrutinize the documents regarding fulfilling of various conditions.
10.	Clause 10.1.10	If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for physical inspection of the School in order to assess the suitability of the school for affiliation.	If the application for affiliation of school is found in order as per provisions of these byelaws, the Board will appoint an Inspection Committee for inspection of the School in order to assess the suitability of the school for affiliation.



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11.	Clause 10.1.15	A school may submit a representation against the decision in respect of the scrutiny of the Board, in application or inspection report, within 60 days of communication of such decision. No representation will be accepted after the lapse of the prescribed period.	The school not considered for Grant may submit a representation against the decision of the Board, within <u>7</u> days of communication of such decision. No representation will be accepted after the lapse of the prescribed period. <u>Such representation received shall be disposed off by the Board in a manner prescribed for such review representation. After process of review no further representation will be entertained.</u>
12.	New Clause as 10.1.13(a)		<u>The report submitted by the Inspection Committee will be displayed to the school once the school has compulsorily submitted online feedback as prescribed by the Board in the login account of the School.</u>
13.	Clause 10.5.3	On line applications for all categories within the scope of these byelaws, shall generally open on 1st January and shall close by 31st March of a particular calendar year. The detailed time frame of applications is given in Appendix-VI	On line applications for all categories within the scope of these byelaws, shall <u>be opened as per time frame specified in Appendix-VI</u>
14.	Clause 10.8	The Board may prescribe provisions and procedures for calling and processing applications, under various categories in this chapter, under on demand category and prescribe fee for such applications accordingly.	Deleted



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15.	Clause 11.7.14	The Inspection Committee shall submit the report as per requirements of the Board within three (03) working days of conduct of inspection. Failure to submit report within the stipulated period will attract suitable action against the members of the Inspection committee	The Inspection Committee shall submit the report as per requirements of the <u>Board</u> within time period specified in <u>Inspection Committee appointment letter</u> for conduct of inspection. Failure to submit report within the stipulated period will attract suitable action against the members of the Inspection committee.
16.	New Clause as 11.7.16		<u>In case, the school intentionally avoid to get the Inspection and the Inspection Committee members have agreed to inspect on a stipulated date (except for the reasons beyond control), the school will be penalized with penalty as specified in clause 12.1.2 subject to maximum of Rs 25000/- on each occasion further provided that after two such occasions, the case will be Rejected on 3rd occasion.</u>
17.	New Clause as 12.2.15(a)		<u>Non-sponsoring/Registration of candidate for Board's Examinations for classes IX/X/XI/XII (as the case may be) consecutively for 3 years.</u>
18.	Clause 13.17	In cases mentioned in clauses 12.2.5 and 12.2.6, the Board may withdraw affiliation without giving any notice under clause 13.3 to the school.	In cases mentioned in clauses 12.2.5, 12.2.6 and 12.2.15(a) the Board may withdraw affiliation without giving any notice under clause 13.3 to the school.



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19.	Clause 15.3.2	The permission for two shifts will be approved only after inspection of the school premises by a committee appointed by the board.	The permission for two shifts will be approved after inspection of the school premises by a committee appointed by the board <u>if the Board decides to get the premises inspected at any stage.</u>
20.	Clause 15.10	A school affiliated with the Board may be allowed to close down permanently with the approval of the Board subject to the following conditions:	A school affiliated with the Board may be allowed to close down permanently <u>on submission of intimation/ updation of data in the manner prescribed by the Board subject to following conditions:</u>
21.	Clause 15.10.2	An express approval from the Appropriate Government.	Deleted
22.	Clause 15.10.3	The request for permission of closure of school will be considered only in respect of schools which are affiliated with the Board for at least three (03) years.	Deleted
23.	Clause 15.10.4	The school will not be eligible to apply for affiliation with the Board for the next three (03) consecutive sessions including the session from which closure has been approved.	Deleted
24.	Change in Appendix I	Appendix I	<u>Revised Appendix I is annexed</u>
25.	Deletion of Appendix	Appendix II, III and IV	Deleted



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26.	Change in Appendix	Appendix VI	<u>Revised Appendix VI is annexed</u>
27.	Addition of Appendix IX		<u>Appendix IX- Mandatory Public Disclosure is annexed</u>
28.	Addition of Appendix X		<u>Appendix X – Format of Land Certificate to be certified by the Appropriate Revenue Authority of the concerned state is annexed.</u>

This issues with the approval of the Competent Authority of the Board.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE



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Distribution :

1. Head of Institutions/ Managers of all CBSE affiliated schools.
2. Joint Secretary (SE –II), Ministry of Education, Shastri Bhawan, New Delhi -110001.
3. All Education Secretaries of States/UTs.
4. Director, Directorate of Education of all States/UTs.
5. Education Boards of all States/UTs.
6. All members of the Governing Body and Affiliation Committee of CBSE.
7. SPS s to Secretary/Controller of Examinations/Directors/Director –IT/Regional Directors, CBSE.
8. Deputy Secretary to Chairman, CBSE.
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10. All the Regional Offices/CoEs of the Board.
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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)	5000 per subject	20,000 per subject	2,000 per subject	5,000 per subject
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	1 st March to 31 st May	50,000	2,00,000	--
		1 st June to 31 st December	50,000 with an additional fee 10,000 per month	2,00,000 with an additional fee 50,000 per month	--
21	Late fee per month for Extension of Affiliation	<u>25,000</u>	<u>25,000</u>		
22	Maximum late fee for Extension of Affiliation	1,00,000	1,00,000	--	--
23	Annual Fee	--	--	5,000	10,000
24	Closure of School	--	--	--	--



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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: - Open on 1 st March and shall close by 31 st March and - Open on 1 st June and shall close by 30 th June and - Open on 1 st September and shall close by 31 st October
(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.



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केन्द्रीय माध्यमिक शिक्षा बोर्ड

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(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 1st March and shall close on 31 st May of a particular calendar year.

*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 1st January and 30th 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 14th 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	



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7	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION OR 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.

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



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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	

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)



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No. CBSE/AFF./2021

Dated: 21.05.2021
Circular No 09/2021

Circular

Sub : Display of "Mandatory Public Disclosure" at Home Page in school's website under prominent icon leveled as "Mandatory Public Disclosure" for easy access by the member of public to ensure transparency (reference Cir. No. 03/2021 dated 05.03.2021) – reg.

To bring the transparency and build up trust among the stakeholders, CBSE has been giving emphasis on **"Mandatory Public disclosure"** of relevant information by its affiliated Schools. This information has to be displayed on the schools website as per clause 2.4.9 of Affiliation Bye laws 2018, as per the format prescribed in Appendix IX of Circular dated 05/03/2021.

The format of Mandatory Public Disclosure along with the relevant circular is once again attached for ready reference.

(<https://saras.cbse.gov.in/cbsedoc/Circular/Circular/Circular%20No%20%203%20Affiliation.pdf>).

The schools are informed to display the same on the Home page itself of the school website under an icon "Mandatory Pubic disclosure". **The icon link so posted on the schools' website should be distinctly visible for easy accessibility.** It is important that this information is easily accessible to the public and therefore the link on the website should be prominently displayed.

In this connection, it has been observed that inspite of clear directions from the Board, some of the schools are not following these provisions. It is therefore, reiterated that it is imperative on the part of the schools to comply not only with the provisions of State Education department but also with the provisions of the Affiliation and Examination Bye-Laws of the Board, to bring transparency and easy accessibility by stakeholders.

The Central Board of Secondary Education has also made it as a mandatory pre condition for granting or extending affiliation. The School leaders and Managers of the schools are directed to take note of the above condition and comply with the provisions mentioned in circular dated 05.03.2021. If it has not been complied with already, the same may be done within a period of one month failing which the Board will be constrained to take necessary action as per provisions mentioned in Chapter 12 of Affiliation Bye-Laws, 2018.

Encl: Format (Annexure IX)

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE

Distribution:



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Distribution:

1. All Managers of Independent category schools for strict compliance.
2. All Head of the Institution / Principal for strict compliance.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18- Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
4. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA – 201307, District Gautam Budh Nagar, (Uttar Pradesh).
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
6. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim-737101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111.
9. The Director of Education, Govt. of A&N Islands, Port Blair-744101.
10. All Directors of CBSE for information.
11. All Education Secretaries of States / UT.
12. All the Regional Directors / Regional Officers / COE Heads of CBSE to ensure that all the Heads of the affiliated schools of the Board in their respective regions have developed their website and have uploaded the required information on their website.
13. The Director (IT) Central Board of Secondary Education, "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110092 with the request to put this circular on the CBSE website.
14. EO to Chairman, CBSE for kind information to the Chairman.

Anurag Tripathi

(Anurag Tripathi)
Secretary, CBSE



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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	
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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.

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



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D: STAFF (TEACHING)

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

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 FTMTR)	
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTERLABS (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 SCHOOLCOVERING THE INFRASTRUCTURE OF THE SCHOOL	



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