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Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Vikas Marg, Delhi-110092.

(AFFILIATION BRANCH)

Application Form for Fresh Regular Affiliation up to Secondary Level/Up gradation to +2 Stage for Govt. /Govt. Aided/ K.V. / JNV/ C T S/Army & Railway etc.

Affiliation No (in case of Already affiliated)	
Name of Institutions & Full Address	
Applied For : (Fresh affiliation up to Secondary level / Up gradation to +2 Stage)	
Session from which affiliation is sought with date of starting the session	
Date of starting the Session	Class (Filled up the required information in below mentioned column Class IX for Secondary level / class XI for Up gradation to +2 stage)
Name of Principal/ Head of Institution	
Principal's Qualification Educational/ Professional Qualifications:	
Phone No. with STD Code (Off.) (Res.) (Mob.)	
FAX No	
E-mail	
Website	

GENERAL INFORMATION

Year of Establishment of School	
Date of First Opening of School	
Name of Trust/ Society/ Managing Committee	
Whether Trust/ Society/ Managing Committee is Registered ?	Yes/ No
If so under which Act	
Period up to which Registration of Trust/ Society/	

Managing Committee is valid	
Name & official address of the Manager/ President/ Correspondent/ chairman of the School	
Name :	
Address :	
Phone No. with STD Code :(O)	
(R)	

FINANCIAL POSITION OF THE INSTITUTION

Total Income and Expenditure during last 3 years Surplus/ Deficit*		
Year	Surplus	Deficit

* A copy of the audited statement of Accounts/balance sheet of the last three financial Years be enclosed.

LOCATION OF THE SCHOOL

Nearest Railway Station		Distance in KM	
Nearest Police Station		Distance in KM	
Nearest Nationalized Bank		Distance in KM	

NATURE OF THE SCHOOL

Category of School Please specify (Govt./ Govt. Aided / KV /JNV / CTSA)	
Medium of Instruction	
Type of School (Boys/Girls/Co-Ed)	

ENROLLMENT OF THE SCHOOL

Class	No .of Section	Total No. of Student		Reserved Category			EWS	Physical Disabled
		Boys	Girls	SC	ST	OBC		
Nursery/ KG/LKG								
I-V								
VI-VIII								
IX								
X								
XI								
XII								

INFRASTRUCTURE DETAILS

Rooms	Number	Size	
		Length (in ft.)	Breadth (in ft.)
Class Room			
Composite Science Lab			
Physics Lab			
Chemistry Lab			
Biology Lab			
Maths Lab			
Computer Science Lab			
Home Science Lab			
Others Labs			
Library			
Other Rooms			

PARTICULARS OF TEACHING STAFF

Staff	Number	Qualifications	Teaching subject(s)
PRTs			
TGTs			
PGTs			
PTI			
Librarian			
Vice Principal/ Head Master/ Mistress			
Physical Size			

Area of Campus (in sq. Mtrs.)	
(in Acres.)	
Built up Area in (in sq. Mtrs)	
Whether the school at one site or two site	One Site/ Two Site
Area of Playground (in sq. Mtrs)	
Sanitary conditions	
Type of W.C and Urinals	Flush / dry
No. of Urinals/Lavatories Separately for Boys	
No. of Urinals/Lavatories Separately for Girls	
Potable Water	Yes / No
Has Certified about health and sanitary conditions, drinking water and fire safety of the school has been obtained from the competent authorities of the area? If yes attach copy of same.	Yes / No

LIBRARY FACILITIES

Total No. of Books	
Periodicals	
Dailies	
Reference Books	
Magazine	

FACILITIES

Swimming Pool	Yes / No
Indoor Games	Yes /No
Dance Rooms	Yes /No
Gymnasium	Yes /No
Music Rooms	Yes /No
Transport	Yes /No
Hostel	Yes /No
Health and Medical Check up	Yes /No
Is the School implemented the CCE	Yes /No
Is the School implemented Right to Education Act as per the directive of the MHRD	Yes /No

RECOGNITION

Is School is Recognized? If so, by which authority? If yes attach copy of same.	Yes /No
Is the School Affiliated with the Board? If so, Affiliation No.	Yes /No

LIST OF ENCLOSURES:	
Copy of Approval Letter of Secondary Level/Up gradation to +2 level and allocation of stream issued by the KVS/ NVS /DPI/ Education Deptt. of your Region	Yes /No
An up to date staff statement indicating name, designation and teaching subject etc.	Yes / No
Land Certificate from Concerned Authority	Yes / No

DETAILS OF THE BANK DRAFT OF AFFILIATION FEES

Amount	Rs.16,000/- (including annual fee for 2 yrs)
Bank Draft No.	
Date of issue	
Name of the issuing Bank	
Address of the issuing Bank	

(To be fill-ed up by the school seeking up gradation to Senior Secondary Level)

Subjects to be taught at Senior Sec. Stage	
Select at least one Language: Core Language Elective Language	
Other Academic Subjects	
Non- Academic Subject	
General Studies :	Yes / No
General Foundation Courses (GFC):	Yes / No
Activities under work experience :	Yes / No
Physical & Health Education:	Yes / No

Certified that :-

The information given above is true to the best of my knowledge. The school is not sending Candidates of any Board / Universities for examination. The school is run by a registered society which is of a non-proprietary character and its constitution is such that not vest control in a single individual or member of a family and the aim of society is to impart quality education to the children and not to earn profit .

Place :

Signature & Seal

Date :

Principal

Name in Capital Letters _____

Forwarded and recommended for affiliation from CBSE. It is certified that the school is being run by the Govt. / Govt. Organization and it fulfill all applicable conditions as per Affiliation Bye-Laws of the CBSE.

To be forwarded Asstt. Commissioner
KVS/Dy. Director NVS/D.P.I/E.O. concerned

Signature with stamp _____

Encl :

1. Bank Draft of Rs. **16,000/-** in favour of **secretary, CBSE**, Payable at Delhi.
2. Staff statement containing name, designation, qualifications & teaching subjects etc.
3. An attested copy of approval letter with date and session of starting classes IX/XI issued by the Competent authority i.e. KVS/NVS/DPI/DDE/Edu. Deptt.
4. Certified true copy of establishment issued by the appropriate authority i.e. KVS/NVS/DPI/Directorate of Education/Education Department of concerned school.
5. Fee Structure of each class
6. Copy of Certificates of Health and sanitary conditions, drinking water and fire safety.

Affiliation Fee in respect of Govt./Aided/KV/JNV/Army/Railway Schools etc.		
i)	Fresh Regular Affiliation of Secondary classes (including annual fee for two years @Rs.3000/- Per annum)	16,000/-
ii)	Up gradation of +2 stage (including annual fee for two years @Rs.3000/- Per annum)	16,000/-
iii)	Switchover from other Boards/ bifurcation from other schools Fresh Affiliation upto Sr. Secondary level	26,000/-