



CBSE/AFF/2022

Dated 14.10.2022  
Circular No. 12/2022

## Circular

To,

All the Principals / Heads of Institutions  
Of the CBSE affiliated schools and  
Applicant schools to be affiliated with CBSE

### **Sub.: Suggestive formats of essential documents required for application under various categories of affiliation with CBSE**

The schools are intending to apply for fresh affiliation with the Board must ensure to obtain the following 07 essential certificates issued by the concerned authorities as per suggestive format of the Board and upload all essential documents along with online application in PART A on SARAS portal.

The schools already affiliated with CBSE intending for extension, upgradation and other various relevant categories of affiliation are required to possess all 07 essential certificates and to submit along with their online application as required.

The details of the formats of 07 essential certificates are enclosed as per the list appended below:

1. Land Certificate issued by DM/ ADM/ SDM/ Tehsildar/ Naib Tehsildar/ Registrar/ Sub-Registrar/ Equivalent Land Authority. (Annexure-X)
2. Building Safety Certificate issued by Assistant Engineer and above rank officer of Govt. Department (Annexure-XI)
3. Fire Safety Certificate issued by the concerned Fire Department (Annexure-XII)
4. Facility of potable water & Sanitation certificate issued by the Competent Govt. Authority. (Annexure-XIII)
5. No Objection Certificate from the concerned State/UT Govt. (Annexure-XIV)
6. Recognition Certificate from Competent Govt. Educational Authority. (Annexure-XV)
7. Society / Trust / Company registration (Annexure-XVI)

All the above 07 essential documents to be uploaded online in English/Hindi language only. In case of, any certificate in vernacular medium, the translated notarized version in English language along with the original in the vernacular medium to be uploaded.

In case of non-submission of these essential certificates as per the suggestive format, the application shall be rejected summarily.

*Anurag Tripathi*

**(Anurag Tripathi)  
Secretary**

**Distribution to:**

1. All Managers/Principals of Independent category schools Affiliated to CBSE.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110016.
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida 201307, District Gautam Budh Nagar, Uttar Pradesh.
4. The Director of Education, 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, Sikkim 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. All Education Secretaries of States/ UTs.
10. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
11. CVO / All HODs of CBSE.
12. The Joint Secretary (A & L), CBSE.
13. The Head (M&PR), CBSE, Delhi for due Publicity
14. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
15. The Joint Secretary (IT), CBSE, Preet Vihar, Delhi-92 with request to upload the Circular in the main page as well as in the SARAS Portal for information to all stake holders.

*Anurag Tripathi*

**(Anurag Tripathi)  
Secretary**

**CERTIFICATE OF LAND**

File No.

Date:

Certified that the land measuring \_\_\_\_\_ (Area of land in Square meters) \_\_\_\_\_ is owned by the \_\_\_\_\_ (Name of the owner) \_\_\_\_\_ by way of \_\_\_\_\_ (Sale Deed/Conveyance Deed/Gift Deed/Allotment Letter etc.) \_\_\_\_\_ (In case of allotment of land, if it is not perpetual, periodicity of allotment to be mentioned from \_\_\_\_\_ to \_\_\_\_\_).

It is further certified that owner of the land has leased the said land to \_\_\_\_\_ (In case of lease /sub- lease only) \_\_\_\_\_ (Name of the School/Society/Trust/Company under Section 8 of companies Act, 2013) fully described in the schedule mentioned hereinafter with the following details for a period of \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_ .

SL	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	

It is certified that the said entire land comprise of a single contiguous plot of land. It is further certified that ..... (Name of the School with name of street, village, sub-division and district) run by name of..... (Society / Trust / Company under Section 8 of companies Act, 2013) is located on the said plot of land.

**THE SCHEDULED OF LAND ABOVE REFERRED TO**

All that piece and parcel of land measuring .....(area of land in square meters) situated in .....[Plot No. (s)/Survey No.(s)/ Khasra No. (s)] at .....(name of street/village, sub division, district and state) and bounded as follows:

**North** :  
**East** :  
**West** :  
**South** :

DM/ ADM/ SDM/ TEHSILDAR/ NAIB TEHSILDAR/ REGISTRAR/ SUB- REGISTRAR/EQUIVALENT LAND AUTHORITY

(Stamp and Signature of the land authority)

(Name of Officer)

(Name of District)

\* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.

## BUILDING SAFETY CERTIFICATE

No.

Dated:

Certified that the existing building ..... (name of the building or premises) at .....  
 ..... (address) comprised of ..... basement(s) and  
 ..... (upper floors) owned/occupied by  
 .....  
 ..... (name of the Institution) have complied with the Building safety requirements in accordance with National Building code Rules, and verified by the officers concerned of ..... (Name of Department/ Govt.) on.....(date of inspection) in the presence of ..... (name and addresses of the Manager/Secretary or his representative) and that the building/premises is fit for occupancy upto classes .....(X/ XII) with effect from..... for a period of ..... years in accordance with rule and subject to compliance of the specific conditions as appended.

- 1.
- 2.
- 3.
- 4.

Issued on ..... at ..... by

\* Strike out whichever is not applicable.

Signature with Seal : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Name & Address of Department/ Office: \_\_\_\_\_

**(Assistant Engineer & above officer of concerned Govt. Department only)**

**Note:** This certificate should be signed / issued by Assistant Engineer & above officer of concerned Govt. Department only

\* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.

**FIRE SAFETY CERTIFICATE**

No.

Dated:

Certified that the ..... (name of the building or premises) at ..... (address) comprised of ..... basement(s) and ..... (upper floors) owned/ occupied by ..... (name of the institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/ UT Fire Service Rules, and verified by the officers concerned of Fire Service on ..... (date of inspection) in the presence of ..... (name and addresses of the Manager/ Secretary or his representative) and that the building/ premises is fit for occupancy upto classes ..... ( X/ XII) With effect from ..... for a period of ..... year in accordance with rule and subject to compliance of specific conditions as appended:-

- 1.
- 2.
- 3.
- 4.

Issued on ..... (date of issue) at ..... (place) by

\*Strike out whichever is not applicable.

Signature with Seal: .....

Name : .....

Designation : .....

Name & Address of Department/ Office: .....

To

.....

**(Name & Address of the Institution)**

**ENDORSEMENT**

The No Objection Certificate issued by Fire Service stand cancelled an annulled due to .....  
(reasons to be recorded).

(Name and designation of the authorized signatory)

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**PROFORMA FOR SAFE DRINKING WATER AND SANITARY CONDITION CERTIFICATE**

No.

Dated:

It is certified that an inspection team headed by .....

(Name of Officers with designation) from .....

(Name of Department/ Office) inspected the .....

(Name & Address of the school) on .....(date of inspection) and found that the  
.....( Name of school) has safe drinking water  
facilities for the students and members of staff of the institution and is maintaining the hygienic  
sanitation condition in the school building & the campus as per norms prescribed by the Central/  
State/ U.T. Govt.

The above is valid for a period of .....

Signature with Seal: .....

Name : .....

Designation : .....

Name & Address of the Office / Department : .....

To

.....

.....

**(Name & Address of the Institution)**

**\* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.**

Office Memorandum No.

Date:

.....  
(Name & Address of State Education Department)

From: .....  
.....  
(Name and Address of issuing department)

To .....  
.....  
(Name & Address of school)

Sir/Madam,

Sub: Issue of No Objection Certificate to .....  
(Name & Address of school) for affiliation to the Central Board of Secondary Education—Regarding.

Ref:

In the reference ..... cited, ..... (Name & Address of school) Run by ..... (Name & Address of Trust/ Society / Company) (Registered in Sub Registrar Office, ..... ) is accorded "Certificate of Recognition" from the academic year ..... to ..... for Classes I to VIII Standard under section 18 of Right of Children to Free and Compulsory Education Act- 2009 and Rule ..... of ..... (State Act/ Rules).

Details of School

- 1. Name :
- 2. Survey No :
- 3. Revenue Village / City:
- 4. Taluk :
- 5. Total area of land:
- 6. Recognition Code :

The Department ..... (Name & Address of State Education Department) has No Objection for the Correspondent of the

..... (Name & Address of school)  
for applying for affiliation to Central Board of Secondary Education, subject to the conditions laid down in the Certificate of Recognition.

The School Management Shall be having full responsibility if any court case arise in this regard. The details furnished if any by the management is found to be false or incorrect at any stage, this No Objection Certificate is liable to be cancelled

Signature with Seal: .....

Name of issuing authority: .....

Designation: .....

Copy To:

1. The Correspondent. .... (Name & Address of school).
2. The Secretary, Central Board of Secondary Education, 2 Community Centre, Preet Vihar, Delhi 110092

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CERTIFICATE OF RECOGNITION

.....  
(Name & Address of the issuing authority)

No.

Date:

To

.....  
.....

(Name & Address of the school)

Sir/ Madam,

Sub: Recognition Certificate for the school under .....  
(Rule/ sub- rule of the State Act/ Rules).

Ref:

With reference to your application dated ..... and subsequent school inspection in this regard, I hereby convey the grant of Recognition to .....  
(Name & Address of school) for **class I to VIII** standard for the period ..... (no. of years) from the academic year ..... to ..... in compliance to section 18 of Right of Children to Free and Compulsory Education, Act, 2009 & rule..... of ..... (State Act/ Rule).

The above recognition is subject to the following conditions:-

1. The temporary recognition accorded to the school is valid from the academic year ..... to ..... and is to be renewed at an interval of every ..... years.
2. The grant of recognition is available initially for classes I to VIII standard and to be extended for Secondary /Senior Secondary classes subsequently in due course of time.
3. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the ..... (State Education Act/ Rules).
4. The school shall admit in pre-school / class I to the extent of ..... (%age) of the strength in each class, children belonging to Weaker Section and Disadvantaged Group in the neighborhood and provide free and compulsory elementary education till its completion.
5. The school shall maintain a separate bank account for the purpose of reimbursement.

6. The school shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.
7. The school shall not deny admission to any child, -
  - a. For lack of age proof if such admission is sought subsequent to the extended period prescribed for admission.
  - b. On the ground of religion, caste or race, place of birth or any of them.
8. The school shall ensure that,-
  - a. No child admitted shall be held back in any class or expelled from school till the completion of elementary education in a school.
  - b. No child shall be subjected to physical punishment or mental harassment.
  - c. No child is required to pass any board examination till the completion of elementary education.
  - d. Inclusion of students with disabilities/ special need as per provision of the ..... (rule/ clause of State Act).
  - e. The teachers are recruited with minimum qualifications as laid under ..... (rule/ clause of the state Act).
  - f. The teachers perform his duties specified under ..... (rule/ clause of the state Act).
9. The school shall follow the syllabus on the basis of curriculum laid down by appropriate authority.
10. The school shall maintain the standards and norms as specified in ..... (rule/ clause of the state Act).
11. No unrecognized classes shall run within the premises of the school or outside in the name of school.
12. The school building plan must have been approved by the current rules or G. Os. The school building or other structures and the grounds are used only for the purposes of education and skill development. Construction work within the compound should not be carried out in school working hours and safety measures in all respect are under whole responsibility of the managements.
13. The school is run by a society registered under the ..... (Act under with Society is registered), or a public trust constituted under any law for the time being in force.
14. The school is not run for profit to any individual, group or association of individuals or any other persons.
15. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared.
16. The school shall furnish such reports and information as may be required by the competent authority from time to time and shall comply with such instructions of the State Government or the competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school.
17. .... (language subject) shall be taught as a subject from in standards I to X in all schools notified under .....(concerned Act/ rule) from academic session recognition is granted.

18. The school shall abide by the provisions of the ..... (State Act/ Rules).
19. The certificates of recognition issued by the department shall be subject to the fulfillment of deficiencies if any pointed out by the department at any stage/ time.
20. The management shall rectify the deficiencies pointed out in infrastructure or administration by the authorities.
21. The management shall apply for renewal of recognition three months before the expiry of this order to this ..... (Name & Address of the certificate issuing authority).
22. The management shall follow the directions issued by the Government/ Department from time to time keeping in view of the safety and security of the children and the overall administration of the school.
23. The recognition shall be withdrawn if any contravention of the provisions of the Act, Rule or the conditions of recognition are found and proved.
24. The school management shall have full responsibility if any court case arises in this regard. The management is not entitled to seek affiliation to other Board without obtaining NOC from the ..... (Concerned State Authority).

Seal & Signature of issuing authority .....

Name & Address of issuing authority .....

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**CERTIFICATE OF REGISTRATION OF SOCIETIES**

I hereby certify that \_\_\_\_\_ (society name with address) has this day been registered under the Societies Registration Act \_\_XXI of 1860 \_\_.

Given under my hand at \_\_\_\_\_(place)\_\_\_ this \_\_\_\_ (date of registration) \_\_\_\_ day of (month) \_\_\_\_ Two thousand \_\_\_\_ (year).

Seal & Signature of Registrar of Societies

Place :

Date :

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