

NO : CBSE/3420139/SS-90311-2324/2023-24

Dated: 14/08/2023

The Manager,  
KASTUBA GANDHI AWASIYA BALIKA VIDYALAYA JAMTARA  
DULADIH MEJIYA ROAD, PO MEJIYA, PIN CODE- 815351  
JHARKHAND, JAMTARA, 815351  
(M: 06433)

**SUBJECT: -FRESH AFFILIATION UPTO SENIOR SECONDARY LEVEL SWITCH OVER FROM OTHER BOARDS (ONLY SCHOOLS WHO ARE ALREADY AFFILIATED TO ANOTHER BOARD)-regarding.**

**Ref : Application No.: - SS-90311-2324 Dated:14/08/2023**

Sir/Madam,

This is with reference to school application on the subject cited above. I am directed to convey approval of the Board for Fresh affiliation upto Senior Secondary level Switch over from other Boards (only schools who are already affiliated to another Board) as per details given below :

Affiliation No used as User ID for both OASIS and LOC/Registration System	3420139
School No	68089
Password for OASIS and LOC/Registration Systems is same as that used for Affiliation Application.	
Affiliated for	Senior Secondary School Examination Class I to XII
Category	Switch Over from Other Boards
Period of affiliation	01.04.2023 to 31.03.2028
Year and Month From which admission can be taken in Class-IX/XI	1 April,2023
Year and Month in which first batch of Class-X/XII will appear in board examinations	1 April,2025

The total number of section of the school shall be restricted to 15 (as per prescribed dimension) as per the number of class rooms reported and further increase of section shall be subject to specific approval of the Board on the basis of the request of the school as per Affiliation Bye Laws and subject to the availability of room size of greater than 500 sq ft.

**A. The school shall submit the following mandatory documents within 06 months from the date of grant of affiliation:-**

S.No	Mandatory Documents:
1.	Approval letter duly issued by the Competent Authority.
2.	Establishment letter duly issued by the Competent Authority.
3.	Building Safety Certificate in the prescribed format (APPENDIX - XI) of Circular No. 12/2022 dated 14.10.2022 available on the Board's website or as issued by a Competent Govt. Authority.
4.	Fire Safety Undertaking, the school shall submit a Fire Safety Certificate in the prescribed format (APPENDIX - XII) of Circular No. 12/2022 dated 14.10.2022 available on the Board's website or as issued by a Competent Govt. Authority.

Safe Drinking Water and Sanitation Certificate as per the format (APPENDIX - XIII) of Circular No. 12/2022 dated 14.10.2022 available on the Board's website.

5. The school shall ensure the availability of the following infrastructure & facilities in the schools within 02 years of grant of affiliation :-

1. Ramps at the entrance(s) as well as Ramps/lifts for CWSN, to access the upper floors of the school (in case of a multistoried school) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
2. Separate toilets for CWSN, boys and girls and these should be provided on every floor (in case of multistoried schools) (Circular No. CBSE/AFF-05/2023 dated 06.03.2023).
3. Boundary Wall: Concrete boundary wall of not less than 6 ft. height, enclosing the school campus/site. Composite boundary walls which are partly concrete and partly grill/mesh/barbed wire below 6 feet will not be acceptable. If fencing/grill is required, then the same should be over and above 6 feet height.
4. Appropriate laboratory infrastructure for Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab) and for Senior Secondary School (Composite Science Lab, Mathematics Lab, Computer Lab, Physics Lab, Chemistry Lab, Biology Lab.) (Circular no. CBSE/AFF-11/2022 dated 04.10.2022).
5. Well stocked library with adequate reading area. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022).
6. Well-developed indoor and outdoor sports facilities. (Circular no. CBSE/AFF-11/2022 dated 04.10.2022).
7. Well-developed Digital Infrastructure (Circular No. CBSE/AFF-10/2023 dated 24.03.2023).
8. An operational website of the school may be ensured and upload Mandatory Public Disclosure As per appendix-IX of Circular No. 09/2021 dated 21.05.2021 and provide the revised link of the same.

DEPUTY SECRETARY/JOINT SECRETARY (AFF.)

Note-

1. The school shall follow all the provisions of Affiliation Bye-Laws- 2018, Examination Bye-Laws, circulars, guidelines, instructions and other amendments issued from time to time by the Board.
2. The School is required to apply online for extension of affiliation before its expiry along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
3. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.
4. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity /activity related to running of school affiliated to CBSE. All legal expenses incurred by the Board, if any, arising out of these circumstances, shall be borne by the school.
5. The school shall not remove the documents and videography links in the mandatory disclosure section of its website.

*This is an electronically generated document. It does not need any signature.*

*To verify the authenticity of the document , please visit*

*(<http://www.saras.cbse.gov.in/saras/AffiliatedList/ListOfSchdirReport>).*

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# Process for Application and Approval:

Standard Operating Procedure-AS-IS			
Name of Service: Miscellaneous			
Sub services: NOC For Setting up CBSE School Time for Approval-30 days			
Steps	Documents/Information needed	Timelines	Contact Person
Process of Application:	<ul style="list-style-type: none"> <li>Online applying of school education and literacy department Jharkhand</li> <li>Go to application page to click on below link <a href="http://59.145.222.53:8080/hrd/online-services.html">http://59.145.222.53:8080/hrd/online-services.html</a></li> </ul>		
Criteria & Eligibility	<p>An industrial or any registered society (under society act-1860) who has the below infrastructures can apply for the service.</p> <ol style="list-style-type: none"> <li>Land Min.2 acres(own /leased for at least 30 years)</li> <li>Classroom 8X6 metre</li> <li>Science lab with equipment's 9X6 metre</li> <li>Computer lab 16X8 m</li> <li>Maths lab(size not specified)</li> <li>School building</li> <li>Play ground</li> </ol>		
Application by Users	<ul style="list-style-type: none"> <li>Fills all the required information of application.</li> <li>Verify before final submission of application.</li> </ul>		
Documents required	<p>Documents to be attached</p> <ol style="list-style-type: none"> <li>Land Documents</li> <li>Fire Certificate</li> <li>Health &amp; Sanitation certificate</li> <li>Drinking water certificate</li> <li>EPF deduction is mandatory and Salary paid through Bank.</li> <li>Balance sheet (last 3 years)</li> </ol>		
Application Process at Directorate Secondary Education	The application is forwarded from Director secondary education to the concerned District education officer for inspection of the school.	Within 2 days	Director secondary education
Process at District education officer	District education officer physically inspects the school and gives report on physical and non-physical assets(Land Science and Maths, Labs, Art And craft Room, Computer Lab, Library and Play Ground, EPF deduction and Salary paid through Bank, Balance sheet etc.)	Within 21 days	DEO