

Phone: 011-22520242 (Technical Query)  
Phone: 011- 22528257 (General Queries Reg. Affl.)  
Fax: 011-22540655



E-Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in  
Affiliation Website: www.cbseaff.nic.in

**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 301  
REGD./SPEED POST

CBSE/AFF./Circular/2013/572430 Circular No-8.

Dated: 17.06.2013

To,

All the Principal of the schools affiliated to the CBSE  
All the Managers of the Private unaided schools affiliated to the CBSE

**Sub:- Development of Website by each school – reg -reg.**

Sir/Madam,

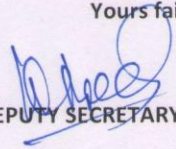
This has reference to the CBSE circular No.3/10 dated 18/10/2010 and subsequent reminder vide Circular No.88/2011 dated 5/12/2011 requesting all the schools to develop their own website containing comprehensive information about the school and its management. The information to be provided on the website of the school includes affiliation status, details of infrastructure, names and designation of teachers, class-wise enrolment of students, address-postal and email, telephone Nos., details of members of the school Managing Committee etc.(Proforma enclosed). For this purpose every school should prepare its annual report containing above information and upload the same on its website before 15<sup>th</sup> September of every year. This is mandatory as per Rule 8.8(iv) of Affiliation Bye Laws of the Board.

However it has come to the notice of the Board that some of the schools have not yet developed their own website and have not uploaded the required information on their website. Therefore, to ensure the effective compliance, the Board has now decided to link the compliance by the school with the registration of class IX and class XI candidates of each affiliated school. **The defaulter school failing to comply with the above directions will not be able to register their candidates for Boards Examination and responsibility would lie with the school Management.**

Besides, school prescribing private publisher's books should also put a declaration on its website as per the directions notified vide Circular No.CBSE/AFF./Circular/2013/529422 dated 26.02.2013 which is also available on CBSE website.

All the Managers/Principals of the schools affiliated to the Board are again requested to comply with the above orders within a period of one month positively from the date of issue of this circular otherwise Board will initiate necessary action against the defaulting schools.

Yours faithfully,

  
DEPUTY SECRETARY (AFFL.)

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Copy to the following with the request to issue direction to the schools and ensure for necessary compliance by each school:-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18- Institutional Area, Shaheed Jeet Singh Marg, New-Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA-201307, District Gautam Budh Nagar, (Uttar Pradesh).
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim-737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111.
7. The Director of Education, Govt. of A&N Islands, Port Blair-744101.
8. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110085.
9. All the Regional officers 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.
10. The Director (IT) Central Board of Secondary Education, PS-1-2, Institutional Area, I.P. Extn. Patparganj, Delhi-110 092 with the request to put this circular on the CBSE website.
11. The Deputy Secretary (Coordn.), CBSE, Preet Vihar, Delhi for necessary action as approved by Competent Authority of the Board.
12. PA to Cont. Of Examination, CBSE, Preet Vihar, Delhi for necessary action as approved by Competent Authority of the Board.
13. The Advisor (Computer Cell), CBSE, Preet Vihar, Delhi for necessary action as approved by Competent Authority of the Board.

  
DEPUTY SECRETARY (AFFL.)



### INFORMATION OF THE SCHOOL REQUIRED TO BE UPLOADED ON WEBSITE

1. Name of the School with address:  
(strictly as per Affiliation sanction letter or as permitted by the Board) with pin code no.
- (i) E-mail

(ii) Ph. No.

(iii) Fax No.
2. Year of establishment of school
3. Whether NOC from State/UT or recommendation of Embassy of India obtained?  

(i) NOC No.

(ii) NOC issuing date
4. Is the school is recognised, if yes by which Authority
5. **Status of affiliation:**  
Permanent/Regular/Provisional  

(i) Affiliation No.

(ii) Affiliation with the Board since

(iii) Extension of affiliation upto
6. Name of Trust/Society/Company Registered under Section 25 of the Company Act, 1956. Period upto which Registration of Trust/Society is valid  

Date of appointment	Trained/Un-trained	Probationary/Confirmed	Adhoc/Part time
7. List of members of School Managing Committee with their Address/tenure and post held  

Designation	Scale of pay	Grade	% of D.A	HRA	CPF contribution
8. Name and official address of the Manager/President/Chairman/Correspondent  
- (i) E-mail

(ii) Ph. No.

(iii) Fax No.

(iv) Cash

**9. Area of school campus**

- (i) In Acres \_\_\_\_\_
- (ii) In sq. mtrs. \_\_\_\_\_
- (iii) Built up area (sq. mtrs) \_\_\_\_\_
- (iv) Area of playground in sq. mtrs \_\_\_\_\_
- (v) Other facilities
  - (i) Swimming Pool \_\_\_\_\_
  - (ii) Indoor games \_\_\_\_\_
  - (iii) Dance Rooms \_\_\_\_\_
  - (iv) Gymnasium \_\_\_\_\_
  - (v) Music Rooms \_\_\_\_\_
  - (vi) Hostels \_\_\_\_\_
  - (vii) Health and Medical Check up \_\_\_\_\_

**10. Details of fee structure**

- (i) Pre-Nursery \_\_\_\_\_
- (ii) Nursery \_\_\_\_\_
- (iv) I to V \_\_\_\_\_
- (v) VI to VIII \_\_\_\_\_
- (vi) IX & X \_\_\_\_\_
- (v) XI & XII \_\_\_\_\_

**11. Transport facility**

- (i) Own buses \_\_\_\_\_
- (ii) Buses hired on contract basis \_\_\_\_\_
- (iii) Details of transport charges \_\_\_\_\_

**12. Particulars of teaching staff (to be updated time to time)**

Name	Designation	Date of Birth	Date of appointment	Trained/Un-trained	Probation/Confirmed	Adhoc/Part time

**13. Details of salary being paid by the school to teaching Staff/non-teaching staff (to be updated time to time)**

Designation PGT/TGT/PRT/Counsellor/etc.	Scale of pay	Grade pay	% of D.A	HRA	EPF contribution

**14. Mode of payment of salary**

- (i) Name of the Bank through which salary is drawing \_\_\_\_\_
- (ii) Through single cheque transfer advice \_\_\_\_\_
- (iii) Individual cheque \_\_\_\_\_
- (iv) Cash \_\_\_\_\_



**15. Library facilities**

- (i) Size of the Library in sq. feet \_\_\_\_\_
- (ii) No. of Periodicals \_\_\_\_\_
- (iii) No. of Dailies \_\_\_\_\_
- (iv) No. of Reference books class-wise \_\_\_\_\_
- (v) No. of Magazine \_\_\_\_\_
- (vi) Others \_\_\_\_\_

16. Name of the Grievance/redressal Officer \_\_\_\_\_  
with E-mail, Ph. No., Fax No. \_\_\_\_\_

17. Members of Sexual Harassment Committee \_\_\_\_\_

18. Section wise enrolment of school for the \_\_\_\_\_  
current session \_\_\_\_\_

19. Academic session period from \_\_\_\_\_ to \_\_\_\_\_

20. Vacation period from \_\_\_\_\_ to \_\_\_\_\_

21. Admission period from \_\_\_\_\_ to \_\_\_\_\_

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Yours faithfully,

DEPUTY SECRETARY (AFFL)

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