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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301
REGD./SPEED POST

No. CBSE/AFF/530319(EX-00903-1415)/2014/665961

Dated: 16/01/2014

The Manager,
H R Green Fields High School,
Badli Road, Jhajjar-124103,
Haryana.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2014.

Sir/Madam,

This is with reference to your online application executed on 27.06.2013, on the above subject.

In this connection, I am directed to convey the sanction for extension of provisional affiliation of the school with the Board for its **Secondary School Examination** and **Senior School Certificate Examination** for a further period of **Five year(s) w.e.f. 01.04.2014 to 31.03.2019** subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. **Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month.(Amended Rule 15.11)**
4. **Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11)**
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII:-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No of Sections at Sr Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII
(d)	School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			

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- (e) Schools running on less than 01 acre campus shall restrict number of students as follows:-

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtr.	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtr.	900 upto Class XII

6. The school will strictly adhere with all rules regarding safety of students including Fire-fighting, Drinking water, Sanitation, Transportation, etc.
7. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
8. Other conditions are enclosed as per Annexure 'A'.
9. **Special conditions to be complied within three months:-**
- The school is required to appoint sufficient no. of qualified and trained teachers to maintain section teacher ratio 1:1.5 for each level
 - The school is required to ensure that pay-scales, DA and other admissible allowances are being paid at par with the corresponding categories of employees working in the State Govt. Schools as per Affiliation Bye-laws of the Board and disburse the salary through Bank & also submit photocopy of acquittance roll after complying with the above condition.
 - The school is required to ensure that no staff member may be appointed / continued in the services of the school who has attained the age of superannuation.
 - The School Managing Committee is required to be reconstituted having each of 02 parents representative, teacher representatives and 02 Principals of affiliated schools preferably of Kendriya Vidyalaya /Jawahar Navodaya Vidyalaya.
 - The school is required to establish Composite Science lab for Secondary classes.
 - The school has 36 classrooms against Zero section. Therefore, clarification in this regard is required to submit to this office.
 - The school is required to submit class/section wise enrollment as per norms of the Board.
 - As per details of enrollment of students of the school, optimum limit is not maintained in all classes. Hence section-wise enrollment of students may be restricted with optimum number of 40 students per section.
 - The school is required to create the reserve fund as per strength of the school in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board and copy of FDR so created be furnished to the Board for record purpose.

Yours faithfully,


ASSISTANT SECRETARY (AFF)

Encl: As above

Copy to:

1. The Principal, H R Green Fields High School, Badli Road, Jhajjar-124103, Haryana.
2. The Regional Officer, CBSE - Regional Office, Sector- 5 , Panchkula - 134152 (Haryana)

ASSISTANT SECRETARY (AFF)