



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Ministry of Education, Govt. of India)

NO. CBSE/AFF./2021

Dated: 27.07.2021  
Circular No. 13/2021

### Circular

**Subject: Grant of approval/ permission on one time basis in respect of applications registered under SARAS for session 2022-23 due to COVID- 19 pandemic situation- reg.**

The Board has implemented the School Affiliation Re-engineered Automated System (SARAS) from March, 2021 in tune with the mandate of the National Education Policy 2020. The essence of the system is disposal of the cases in a time-bound manner so as to avoid undue harassment to the stakeholders.

It has been noticed that the schools are facing problems in procuring mandatory documents required as per Affiliation Bye Laws 2018, as the Govt. offices in the States are not functioning with full strength due to COVID-19 pandemic. In absence of mandatory certificate(s), the applications under SARAS for session 2022-23 are getting rejected and school needs to apply afresh with requisite fees.

Therefore, in order to avoid hardship to the schools/ students, the Competent Authority of the Board, after due consideration has accorded one time relaxation for furnishing relevant safety certificates, thereby granting approval to the schools that had applied under SARAS for the following categories of school for session 2022-23:-

Sl. No.	Category of Application
01	Extension of Affiliation
02	Section increase
03	Introduction of Additional Subject
04	Permission of two Shifts
05	Permission of name change of school/ society (As per status of school)
06	Transfer of school from one society to another

However, for categories under serial no. 02 to 06, applicant schools must ensure submission in the SARAS portal category specific documentary requirement as per the Affiliation Bye-Laws, 2018.

However, the above mentioned categories schools must update the Mandatory Certificates under the Mandatory Public Disclosure on the school website with a prominent icon levelled as "Mandatory Public Disclosure" in compliance to Board's Circular No. 09/2021 dated 21.05.2021, during the running of the school to ensure safety of the students.

In this regards, the applicant schools must ensure the following directions of the Board:-

1. All cases of extension of affiliation registered upto session 2022-23 shall be granted extension for a period of 05 years irrespective of the stage where application is pending i.e. be at scrutiny level, Inspection Committee level, Deficiency/ compliance level etc.

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2. The school shall ensure the availability of fire safety, building safety and all other mandatory certificates which should be valid and renewed on the day of operation and during running of the school, so that the safety of the students are ensured.
3. The school shall maintain records of certificates, compliances, data and other relevant information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities as and when asked for. Non-compliance of the norms shall attract penal provisions under clause 12 of the Affiliation Bye Laws.
4. The school will also ensure that it is in possession of the all documents/certificates as specified in clause 2.5.5 of Affiliation Bye-Laws, 2018.
5. The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice were communicated or grievance / legal cases are pending against the school, the Board will take further decision in this matter in due course as per relevant clause(s) of Affiliation Bye-Laws 2018.
6. In respect of above mentioned categories of schools, the Board reserves the right to conduct inspection as per clause 11.2 and 11.4 of Affiliation Bye Laws, 2018.
7. In case of already rejected cases, registered in the SARAS portal for 2022-23 session, the cases shall be considered on suo-moto basis.

This issues with the approval of the Competent Authority.

*Anurag Tripathi*

**(Anurag Tripathi)**  
**Secretary, CBSE**

**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, Central Tibetan School Administration, EssEss Plaza, Community Centre, Sector3, Rohini, Delhi 110085.
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi 110054.
6. The Director of Public Instruction (Schools), Union Territory Secretariat, Sector 09, Chandigarh 160017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim 737101.
8. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111.
9. The Director of Education, Govt. of A& N Islands, Port Blair 744101.
10. All Education Secretaries of States/ UTs.
11. All HODs of CBSE.
12. Deputy Secretary to the Chairman, CBSE for kind information to the Chairman.
13. The SPS to Secretary, CBSE.
14. The Joint Secretary (A & L), CBSE.
15. The Deputy Secretary (Co-ordination Unit), CBSE.
16. The PRO, CBSE, Delhi for due Publicity
17. All the Regional Directors/ Regional Officers/ COE Heads of CBSE with the request to disseminate the information further.
18. 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 and to update the SARAS portal accordingly.

*Anurag Tripathi*

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**Secretary, CBSE**