



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

क्षेत्रीय कार्यालय, भुवनेश्वर
REGIONAL OFFICE, BHUBANESWAR

CBSE/RO/BBSR/Exam-III/19265/2020

Date: 20.10.2020

THE PRINCIPAL (19265)
KENDRIYA VIDYALAYA SARAIPALI
GOVT. GIRLS HR. SEC. SCH., NEAR TEHSIL OFFICE,
MAIN ROAD SARAIPALI, MAHASAMUND,
CHHATTISGARH - 493 558

Subject: Allotment of School No. for Fresh Affiliated Schools regarding.

Dear Sir/Madam,

This has reference to letter No. **CBSE/AFF/3300034//SL-01703-2122/2021-22** dated 19.10.2020 issued by Affiliation Unit, CBSE, Hqr., Delhi received on dated 20.10.2020 regarding affiliation up to SECONDARY level to your school. In this regard, I am to inform you that the School No. **19265** against affiliation no. **3300034** has been allotted to your school. Please take a note of this information for future correspondence with this office.

You are also requested to note the following for your kind information and necessary action:-

- (1) For all circulars and routine information, you may frequently visit Board's official website www.cbse.nic.in.
- (2) Various Boards' publications/Text Books, Examination/Affiliation Bye-Laws are available in this office. You may purchase the same by remitting the publication amount by way of cash/ Demand Draft in favour of 'Secretary, CBSE', payable at 'Bhubaneswar'. Publications can also be obtained by post by remitting an additional postal charges/packing charges.
- (3) Format for School Transfer Certificate (T.C.) is enclosed herewith. You are required to print Transfer Certificate(s) only as per the format given. School No., Affiliation No. and address of the School should be printed on the Transfer Certificates. Transfer Certificates are to be issued to student(s) at the time of leaving the school.
- (4) Enclosed proforma for school details be filled and forwarded within one month. At the time of changes, the same be filled once again and forwarded to this office through speed post, by email also to robhubaneshwar.cbse@nic.in.
- (5) Independent/Private Schools require to remit mandatory **Annual Sports Fee** of Rs.10,000/- (Rupees Ten thousand only) by way of online payment at the time of online Registration of Students/filling up of LOC (List of Candidates).
- (6) You must also comply with the other directions/conditions, if any given in your affiliation letter and send compliance to the Affiliation Unit, Delhi.
- (7) **Your specific attention is invited on relevant points relating to admission, examination, session for admission, session for examination and provisions of Bye Laws for strict adherence. School will be liable for disaffiliation proceedings if found violating any of the norms given in the Affiliation letter.**

Yours sincerely,

Assistant Secretary (exam)



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Proforma for School Details

School Affiliation No. _____ School No. _____

School Affiliated w.e.f. _____ to _____

Affiliated upto level: Secondary or Senior Secondary _____

Subjects approved for study _____

Name of the School _____

School Address _____

Name of the Principal _____

Principal's Telephone No.(Residence) _____ Mobile No. _____

Name of the Vice Principal _____

Vice Principal's Telephone No.(Residence) _____ Mobile No. _____

School Telephone Nos _____

School Fax No. _____

School Website _____

School email ID _____

Alternate email ID _____

Principal's signature with seal

Note:

1. Complete this proforma and send it to Regional Office-Bhubaneswar immediately.
2. When making correspondence with Regional Office Bhubaneswar must mention school no allotted from this office.

FORMAT OF TRANSFER CERTIFICATE
SCHOOL NAME WITH COMPLETE ADDRESS AS RECORDED IN THE AFFILIATION
BRANCH OF THE BOARD ALONG WITH SEAL

Affiliation No..... School Code.....
Book No..... Sl. No..... Admission No.....

1. Name of Pupil
2. Mother's Name
3. Fathers/Guardian's Name.....
4. Date of birth.(In Christian Era) according to Admission & Withdrawal Register
(in figures).....(in words).....
5. Nationality.....
6. Whether the candidate belongs to Schedule Caste or Schedule Tribe or OBC.....
7. Date of first Admission in the School with class.....
8. Class in which the pupil last studied (in figures).....(in words).....
9. School/Board Annual examination last taken with result.....
10. Whether failed, if so once/twice in the same class.....
11. Subject Studied: 1.....2.....3.....4.....5.....
12. Whether qualified for promotion to the higher class.....
If so, to which class(in fig.).....(in words).....
13. Month upto which the pupil has paid school dues.....
14. Any fee concession availed of , If so, the nature of such concession.....
15. Total No. of working days in the academic session.....
16. Total No. of working days pupil present in the school.....
17. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given).....
18. Games played or extracurricular activities in which the pupil usually took part(mention achievement level therein).....
19. General conduct.....
20. Date of application for certificate.....
21. Date of issue of certificate.....
22. Reasons for leaving the school.....
23. Any other remarks.....

Signature of class teacher

Checked by
(with full name and designation)

Signature of Principal with date
School SEAL

***Transfer certificate should be issued only under the signature of the regular Principal/Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of Schools/ Deputy Director of Education/ Education Officer of the Education Deptt. Of the State/Union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the transfer certificate of a previous school of such a student may be countersigned by the Regional Officer of the Board or the Asstt. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an officer of the Board at the Head Quarters and by the First Secretary/ Attache/ Cultural Attache or an equivalent office of the Embassy/High Commission of India in the concerned country in respect of students studying in an affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature . Assistant Commissioners, KVS have also been authorized to countersign the Transfer Certificates issued by the schools run by Directorate General, Border Security Force.**