



# केन्द्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

(भारतीय संविधान के अनुच्छेद 19(1)(सी) एवं 19(1)(जी) तथा मानव संसाधन एवं विकास मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संयंत्र)

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## CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

(An Autonomous organization under Article 19(1)(C) and 19(1)(G) of the Constitution of India and under the Ministry of Human Resource Development, Government of India)

पत्रांक संख्या

Ref. No.: ...C.B.O.S.E./A.H./1001

दिनांक:

Date: 7/01/2021

To,

The Heads & Managers of Schools Subject:

Subject: Re-structuring of CBOSE Affiliation Systems w.e.f. 1s March 2021

Dear Sir/Madam,

**Greetings for a Joyous and Fulfilling New Year 2021!**

With your active support and cooperation, Central Board of Open Schooling and Examination has always pioneered qualitative initiatives. The latest initiative being taken by the Board for all its stakeholders is the re-structuring of the CBOSE Affiliation Systems and Process as per the various recommendations for systemic reforms laid down in the National Education Policy 2020.

### 2. Objectives for Restructuring CBOSE Affiliation System:

Although the CBOSE Affiliation System is completely online since 2006, there-structured system will be completely digital and based on data-analytics, with least human intervention, to achieve the following objectives:

- Establish Ease of doing business in CBOSE affiliation system
- Attain the goal of minimum government maximum governance
- Automated and Data-driven decisions
- Achieve Transparency
- Bring more accountability in the entire systemic processes
- Achieve quick and time-bound disposal-of all applications

### 3. Important Timelines to Note:

For streamlining the entire affiliation process and also for the convenience of schools wishing/ preparing to apply under various categories of affiliation, the timelines have been revised and from 2021 onwards the applications will be received from 1s March 2021 onwards.

**Kindly note that the application process for various categories will begin from 1st March 2021 and will continue throughout the year as per the details given below:**

Category of Application	Timelines for each calendar year
Fresh Affiliation and Up-Gradation of Affiliation	There shall be three window periods, as follows: <ul style="list-style-type: none"> <li>• Open on 1h March and close by 31t March</li> <li>• Open on 1st June and close by 30th June</li> <li>• Open on 1s September and close by 30th September</li> </ul>
Extension of Affiliation	Open on 1st March and close on 31s May
Additional Subject, Section Increase, change of name of the school, Change of Society/Trust/Company	Open on 1st March and shall be open throughout the year
Special Provisions under chapter 15 of CBOSE Affiliation Byelaws 2018	Open on 1March and shall be open throughout the year

#### 4. Mandatory Requirements for the Submission of Applications:

- Before applying for affiliation, schools must ensure that they meet all mandatory requirements as per the Affiliation Byelaws.
- Procure digital signatures of the school from authorised service provider or AADHAR based signatures.
- Register on the **CBOSE website [www.cboseaff.com](http://www.cboseaff.com)** and upload all mandatory documents, i.e. No Objection Certificate, Recognition Certificate, Society/Trust/Company Registration, Land Certificate, Safety Certificate.
- Upload either the DEO certificate (format system-generated in the online affiliation application), duly signed by the district Education officer or the self-certification (format system-generated in the online affiliation application), duly signed by both the Principal and Manager of the school and countersigned by the authorised signatory of the Trust/Society/Company.

5. After the successful submission of the online application, the details submitted by the school will be analysed by the system as per the rules of the Affiliation Bye-Laws and an Inspection Committee will be constituted immediately for the purpose of inspection for affiliation. School may get the inspection done on any of the dates mentioned in the letter.

A detailed document on **CBOSE School Affiliation System** containing the re-structured online procedure for Affiliation, documents required for application for affiliation, modalities and Standard Operating Procedures for inspection, guidelines for the Inspection Committee, videos for various processes will be soon uploaded on the **CBOSE website**.

**Copy with a request to respective Heads of Directorates as indicated below to also disseminate the information to all concerned schools under their jurisdiction:**

1. All Regional Directors/Regional Officers of CBOSE with the request to send this circular to all the Heads of

the affiliated schools of the Board in their respective regions

2. All Joint Directors/Deputy Directors/Assistant Directors, CBOSE
3. In charge IT Unit with the request to put this circular on the CBOSE website
4. The Assistant Librarian, CBOSE
5. The Public Relations Officer, CBOSE
6. PS to Chairperson, CBOSE
7. SPS to Secretary, CBOSE
8. Guard File



**Organization Secretary**  
Central Board of Open Schooling and  
Examination, New Delhi