

36. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
37. The Board would not allow any transfer of property/sale of school by one society/ Management/ Trust to another Society/Management/Trust through agreement/sale deed. In case such transaction is effected explicitly or implicitly the Board shall withdraw its affiliation with immediate effect.
38. The school is required to follow the safety guidelines as issued by the Board vide Circular No-Affiliation 05/2018 dated 27.03.2018 captioned Safety of Children in schools.
39. The school is directed to submit an affidavit duly notarized within 15 days of issuance of grant letter, as an instrument of acceptance of terms of affiliation. The school is not allowed to alter or make any changes in the contents of the affidavit. The format of affidavit is attached with this letter.
40. 5-6 names of persons not below the rank of Principal of Sr. Secondary School affiliated with the Board be recommended so that two of them may be approved by the Board as its nominee in the School Managing Committee. Of these 2-3 may be Principals of KV/JNV
41. The school shall apply for further Extension of General Affiliation 'Online' through www.cbseaff.nic.in with prescribed fee and other essential documents as per the time period given by the board in this regard before the expiry of the date of General affiliation otherwise penalty as per rules will be charged for late execution of application.
42. The school should not start Class IX/X/XI/XII (as the case may be) without written approval of the Board. The Board shall not be responsible for any consequences in case class IX/X/XI/XII are started without obtaining the prior approval of the Board and without following the Affiliation Byelaws.
43. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
44. In case of established violation of Affiliation Bye laws, directions given in the circulars and any of the above mentioned conditions by the school, the school would be liable for disaffiliation under Chapter V, Rule No. 17 of Affiliation Bye-laws.
45. Some of the important rules to be adhered to by the school were given above for drawing specific attention of the school authorities. However, the school authorities are required to acquaint themselves with the rules contained in Affiliation, Examination Bye-laws and circulars issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Rule 17 of Affiliation Bye-laws.
46. Concerned Regional Office is requested to create new email id of school (21358@cbseashiksha.in), this will be used for all online activities and official communication with the Board . For example , if school number is 99999, then email ID will be 99999@cbseashiksha.in.
Password for first time login for new email ID will be shared to you on school's email ID/ Mobile number of Principal given at the time of applying online for affiliation.
47. School is requested that :-
a. **This email ID will be used for communication with CBSE only.** Do not use this email ID with other people or organizations.
b. **This email ID is not to be printed on the school letter head ,** to avoid its circulation in the public.
c. **If there is a change of the Principal , proper handing over of this email ID** (User ID and Password) be done between outgoing and incoming Principal .
d. **All the examination related work and all CBSE related correspondence will be done on this email ID only.**
e. **Schools are requested to complete the process and use the email ID** as per above instructions.
48. The affiliation of the school is subject to the fulfillment of the following special conditions. The school is required to comply with the conditions mentioned below and report specific compliance with documentary and photographic evidence ONLINE within a period of 30 days from the date of this letter. In case of non compliance of the these conditions the school will be liable for action as per rules:-

* The school to renew all mandatory certificates from time to time. The number of sections in school is restricted to 17 as per class rooms reported by IC. The school to further upgrade science subject labs.

Deputy Secretary

Encl: as stated above.

This is a computer-generated document. No signature is required.

Principal
Shaheed Bhagat Singh
Public School, Bela (Ropar)

Sandeep Saini
Director
Shaheed Bhagat Singh
Public School, Bela, Ropar