



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/RO/PKL/Exams/2024-25

Date : 17-10-2024

To,
Principals of Schools affiliated to CBSE
Under Panchkula Region

**Sub: Verification of Records and other facilities in the schools vis-à-vis
Registration of Class IX & XI and LOC X/XII students for session 2024-25.**

Dear Sir/Madam,

This is with reference to the requests from various schools regarding direct admissions, increase in strength in r/o class IX - XII students and provisional approval by this office to register students of Class IX - XII respectively and their regularization was subject to verification by the Board.

In order to ascertain the genuineness of large scale sponsorship vis-a-vis the infrastructure, teaching and other facilities being provided and actual attendance of these students in the school, Physical verification of such schools will be made by a team of Board. Therefore, as per the Clause No. 11.4 of the Affiliation Bye-Laws of the Board the school may be inspected for Classes IX to XII and following should be made ready in the school so that inspection team may verify the record/presence of students in r/o classes IX to XII at any time.

a) School records such as Admission forms, Previous School T.C and AWR in prescribed format and List of students in the following format :-

Sl no	Name of the candidate	Progress Report of Previous Class available (Yes/No)	T.C available (Yes/No/NA)	CBSE/Other Board Countersigned (Yes/No/NA)	Admission Form available (Yes/No)	AWR/Scholar Register Sl. No and Date of Admission	Class in which candidate was admitted	Name of Previous school	Remarks if any

- b) Previous School T.C duly countersigned in r/o students form other Board.
c) Sufficient classrooms to accommodate given strength of students as per OASIS.
d) Students optimum strength should be 40 – 45 students per section.
e) Attendance Register of students and Fee Book.
f) Section Teacher ratio should be 1 : 1.5
g) Acquaintance Roll of Teachers, Bank statements for last 03 months, attendance registers and service records.

In view of above, I am directed to inform ~~that~~ the school to ensure the above documents/infrastructure/Teaching staff should be available in the school at the time of inspection failing which registration for IX-XII of students will be allowed only as per norms of the Board and school will be solely responsible if registration is not regularized due to non-availability of records/other facilities and any lapses on the part of the school.

Yours faithfully,

Under Secretary (Exams)

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