



Dt.20.10.2020

The Principal (81712),  
Charless Wain Academy,  
Bishan Garh, Bhogpur,  
Dehradun,  
Uttarakhand, Pin- 248143.

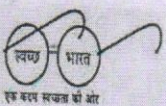
**Sub: General Affiliation / Up-gradation up to Senior Secondary level- Reg.**  
Sir / Madam,

This has reference to CBSE HQs letter no. **CBSE/AFF/SS-00089-2021/2020-21** dated 19/10/2020 regarding upgradation of the school for Senior Secondary Examination of the Board for a period of **three years w.e.f. 01/04/2020 to 31/03/2023** with the subject mentioned in the upgradation letter. Being an affiliated school upto secondary level and located under the jurisdiction of CBSE, Regional Office Dehradun, your school has been already allotted School Code - **81712** and the school has grown to its present stature. Now, the school after getting upgradation needs to upgrade itself in all activities be it scholastic or co-scholastic for all round development of the students.

While complimenting the school for its upgradation to Senior Secondary level, this office welcomes your school as a strong arm and senior member of CBSE to take a bigger role and responsibility for establishing it as a premier abode of education to serve the Society/Nation. Being a CBSE affiliate, it becomes imperative on the part of school to follow the provisions contained in the CBSE Affiliation & Examination Bye-laws, including instructions issued by the Board from time to time. In order to keep itself updated, the school must visit the website of the Board i.e. [www.cbse.nic.in](http://www.cbse.nic.in) regularly and also motivate, encourage as well, the teachers and other staff for thorough study of the Bye-laws, Rules, Provisions and Syllabus Curriculum and various other activities of the Board. The school needs to fulfil all the conditions given in the upgradation letter including the following:-

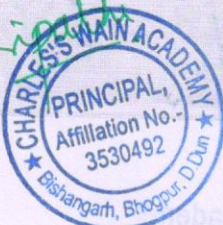
1. Admission to the school/examination is to be restricted as per Rule 6.1 and Rule 12 (i, ii, & iii) of Examination Bye-laws. While granting admission, required documentation and procedure prescribed by the Board must be adhered to, and special care be taken about eligibility in terms of age factor. The school shall ensure to properly keep the **School Records** i.e. **Admission Form, Transfer Certificate and Admission Withdrawal Register** to maintain complete record(s) of the students, for which **sample formats were provided at the time of secondary affiliation**, in order to ensure uniformity of the documents among all the schools of the Region/CBSE. Correct particulars of the students viz. **Candidate Name, Mother's Name, Father's Name, Date of Birth, etc.** be captured during admission, strictly on the basis of viable documentary records viz. Class-X documents, **Service Records of parents, Aadhar, Voter ID, Passport, vis-a-vis previous school records of candidates**, wherever applicable, so as to avoid post-result corrections.
2. The admission be granted only after **ascertaining the age eligibility criteria** for a particular class in which Admission is being sought. A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he/she satisfies the requirements of age limits (minimum and maximum) as determined by the State / UT Government and applicable to the place where the School is located. As per the normal criteria for admission in Class 1 adopted by most State Governments and KVS / NVS it is 5+, accordingly a student should be 15+ while in Class X and 14+ in Class IX.
3. The school will ensure that the **Subjects being taught in the school are strictly as approval given in the upgradation letter and no other Subject be taught without approval.** However for Skill subject(s) permission of Department of Skill Education, CBSE, Delhi is necessary both for Secondary and Senior Secondary Level.

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**MANAGER**  
Charles's Wain Academy  
Bishan Garh, P.O.- Bhogpur  
Dehradun- 248143



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
क्षेत्रीय कार्यालय - देहरादून (उत्तराखण्ड)

Central Board Of Secondary Education  
Regional Office - Dehradun (Uttarakhand)



(2)

As per Rule 13.12 (ii). No affiliated school shall endeavour to present the candidates who are not on its roll nor shall it present the candidates of its unaffiliated Branch/School to any of the Board's Examinations. Also, school will not prepare any student/start class for any other Board except CBSE from their CBSE affiliated school building/premises.

4. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per Rule 10.6 of Affiliation Bye-laws. The optimum number of students in a Section of a class should not be more than 40 and number of students at Middle, Secondary and Senior Secondary level of the school shall preferably be proportionate to each other. The Section-Teacher ratio of 1:1.5 to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye-laws of the Board.
5. School's infrastructure and services of its teachers should be placed at disposal of the Board for examinations and evaluation activities of the Board, as per Rule 13.4.
6. The schools up to Senior Secondary Level will provide suitable facilities including the equipment in laboratories/workshops and games for Classes IX and XII as per requirements laid down in rules.
7. As per Rule no. 8.8 (iv & v), every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers, number of students, address-postal and e-mail, telephone nos. etc.
8. 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' and shall ensure absolute safety of the children in school premises and transit thru school transport system, if any.
9. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools and ensure participation in activities being carried out by the Sahodaya School Complex in the academic development of the school.
10. School should mandatory use the email id [xxxxx@cbsechiksha.in](mailto:xxxxx@cbsechiksha.in), as made available by this office (xxxxx - 5 digits school code allotted by the Regional Office).
11. School must nominate its teachers for CBPs/Training/Workshops conducted by the Board from time to time and ensure relieving for participation as per schedule / directions.

You are requested to ensure implementation of procedure / provisions of 'Person with Disabilities Act-1995 read with as amended in 2016', Right of Children to Free and Compulsory Education Act-2009, promotion of Swachh Bharat Abhiyan, Cashless Transaction and Digital India, and to procure all the manuals including books, teachers manual (s) pertaining to the course of study from CBSE, so that system be strengthened as per instructions of the Board in the larger academic interest of the students. The school may also ensure to appoint Wellness Teacher/Counselor, as per guidelines of the Board.

Besides, the Board has been taking various initiatives to strengthen the CBSE affiliates. For ease and convenience of the functionaries of newly affiliated institutions, the Board has prepared a presentation on Self Learning Material containing useful information required by new schools, which is available on Board's website which is useful for old schools also. The Board has also introduced - **Handbook for Principals; Handbook for Teachers; Handbook for Students and Handbook on Cyber Safety** which are being forwarded herewith this letter for information and reference of the school. The school is requested to study the Self - Learning Material (SLM) developed by the Board for newly affiliated schools. Circular No. Acad. 35/2020.

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MANAGER  
Charles's Wain Academy  
Bishangarh, P.O.- Bhogpur  
Dehradun- 248143

Debraj  
29/10



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
क्षेत्रीय कार्यालय - देहरादून (उत्तराखण्ड)

Central Board Of Secondary Education  
Regional Office - Dehradun (Uttarakhand)



(3)

Each correspondence to the Board should have a covering letter bearing the Affiliation No., School No., Mobile/Phone No., email id, seal and signature of the Principal of the school and must be complete in all respect. This helps the Board to promptly communicate with school/disposal of cases as per requirement and improve efficiency. In order to improve efficiency, speedy disposal of communication, now onwards, the schools under the jurisdiction of this Regional Office will send their requests in electronic mode through e-HARKARA, which is Rapid Communication System for schools (to enable a paperless functioning through online; scanning, registering and routing the correspondences along with creation of file, referencing, correspondence attachment, approvals and finally movement and tracking of files as well as receipts). Original/manual documents may be sent only if necessary and desired by this office.

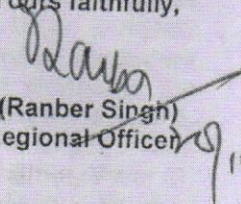
- The link for e-HARKARA is available at CBSE website.
- This Portal works at 2 stages, first at school level and second at department level.
- Steps involved in using e-HARKARA have already been sent to all schools.

Please ensure that the Rules / Guidelines / Bye-Laws of the Board and Framework and Significant Guidelines in the Context of the Secondary and the Senior School Certificate Examination issued vide letter no. COORD/PRINTING/2020 dated 01.09.2020 are carefully studied / followed and before sending any correspondence to this office please also ensure that cases submitted to the Board are as per rules.

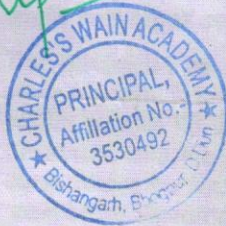
You are requested to strictly follow and fulfill all the conditions laid down in the affiliation / upgradation letter under reference and submit compliance of Special conditions as at Sl.No. 49 of the letter within the stipulated time.

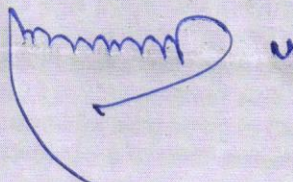
With best wishes !

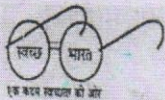
Yours faithfully,

  
(Ranber Singh)  
Regional Officer

*Anipathi*



  
MANAGER  
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Bishangarh, P.O.- Bhogpur  
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