



केन्द्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय - देहरादून (उत्तराखण्ड)

(शिक्षा मंत्रालय, भारत सरकार)

Central Board of Secondary Education

Regional Office - Dehradun (Uttarakhand)

(Ministry of Education, Govt. of India)



F: CBSE/RO/DDN/EXAM-X/2025/SCH-80217

Dt. 30/12/2025

The Principal (80217)
Oak Buds
Shivlalpur, Ramnagar
Nainital, Uttarakhand - 244715

SUB: General Affiliation up to Secondary Level- Reg.

Sir / Madam,

This has reference to CBSE HQs letter no. **CBSE/3530720/SL-00080-2627/2026-27** dated **31.10.2025** whereby, Fresh Affiliation for **Secondary School Examination** of the Board for a period of **five years w.e.f. 01.04.2026 to 31.03.2031** has been granted to your school with Affiliation No. **3530720** and **School No. 80217** for future correspondence and control.

While complimenting the school for its Affiliation with the Board for Secondary level, this office welcomes your school as a member of CBSE family to take responsibility for establishing itself as an ideal 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 and Examination Bye-laws, including instructions issued by the Board from time to time and also to motivate / encourage, the teachers and other staff to study the Bye-laws, Rules, Provisions and Syllabus/Curriculum and ensure participation in various other activities being undertaken by the Board. The school needs to fulfill all the conditions given in the affiliation grant letter including the following:-

1. The Board has also decided to prepare a unique email id for each affiliated school. This email id is linked to the new school number / code assigned by the CBSE. School Number / Code given above is five digit number allotted to the school. New email ID will be - **80217@cbseeducation.in**. For further details Board HQs letter no. CBSE/CE/ROs/2020 dt. 04/02/2020 may be referred please
2. 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 admission be granted only after ascertaining the age related eligibility criteria. 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 are enclosed** here with, in order to ensure uniformity of the documents among all the schools of the Region/CBSE. Correctness of the particulars of the student viz. Candidate Name, Mother's Name, Father's Name, DoB, etc. be ensured during admission, strictly on the basis of viable documentary records viz. Service Record of Parents, Aadhaar, Voter ID, Passport, Date of Birth Certificate, previous School Records of candidates, wherever applicable, so as to avoid **post-result** corrections and problem to the students.

Contd. 2/-



99 कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001

99- Kaulagarh Road, Dehradun, Uttarakhand - 248001



3. 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) as determined by the State / UT Government and applicable to the place where the School is located. As per the normal age criteria the eligibility for admission in school should also be ensured as per rules.
4. As per Rule 14.2.1, Every affiliated school shall present a list of exact number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the Board.
5. As per Rule 14.2.2, No affiliated school shall present those candidates to the Board's examination who are not on its rolls. Also, no school is allowed to promote the culture of NON-ATTENDING of classes by the students.
6. As per Rule 14.2.3, No affiliated school shall present those candidates to the Board's examination who are enrolled in an unaffiliated School/Branch. Also, No school is allowed to grant the admissions more than the limit of sections granted to the school by CBSE HQs Delhi, otherwise, at the event of no place/space for registration in the classes, the school itself will be held responsible.
7. As per Rule 14.2.4, No affiliated school shall present those candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
8. As per Rule 14.2.5, Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation / upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
9. As per Rule 14.2.6, The school affiliated to the Board shall not send the candidates for examination of any other Board/ University. It shall prepare candidates for the Secondary and Senior Secondary Examinations of the CBSE only. **For Skill subjects, only those subjects can be offered for which permission has been given by the department of Skill Education, CBSE, Delhi.**
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per Appendix- V of Affiliation Bye-laws. The optimum number of students in a Section of a class should not be more than prescribed number of students in a section at Middle and Secondary level and shall preferably be proportionate to each other. The Section-Teacher ratio as prescribed must 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. It is necessary on the part of the school to ensure availability of qualified/trained teachers proportionate to subjects / sections / number of students and subjects being taught should not be left without teachers.
11. As per Rule No. 14.4, the building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any Examination and Spot Evaluation free of charge. The management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of answer scripts and other ancillary activities. If directed by the Board, the School shall provide Teachers and Principal to act as examiners and observers in all subjects offered by the School. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the School.
12. The school shall submit their information through Online Affiliation School Information System (OASIS) as per details given in Circular No. Affiliation - 06/2018 dt. 24/04/2018. Link for OASIS is available on Board's website - www.cbse.nic.in. All information related to school and teachers should be correct and based on facts/details, it may be noted that, no column of OASIS Link be left blank.
13. As per Rule no. 2.4.9, every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of