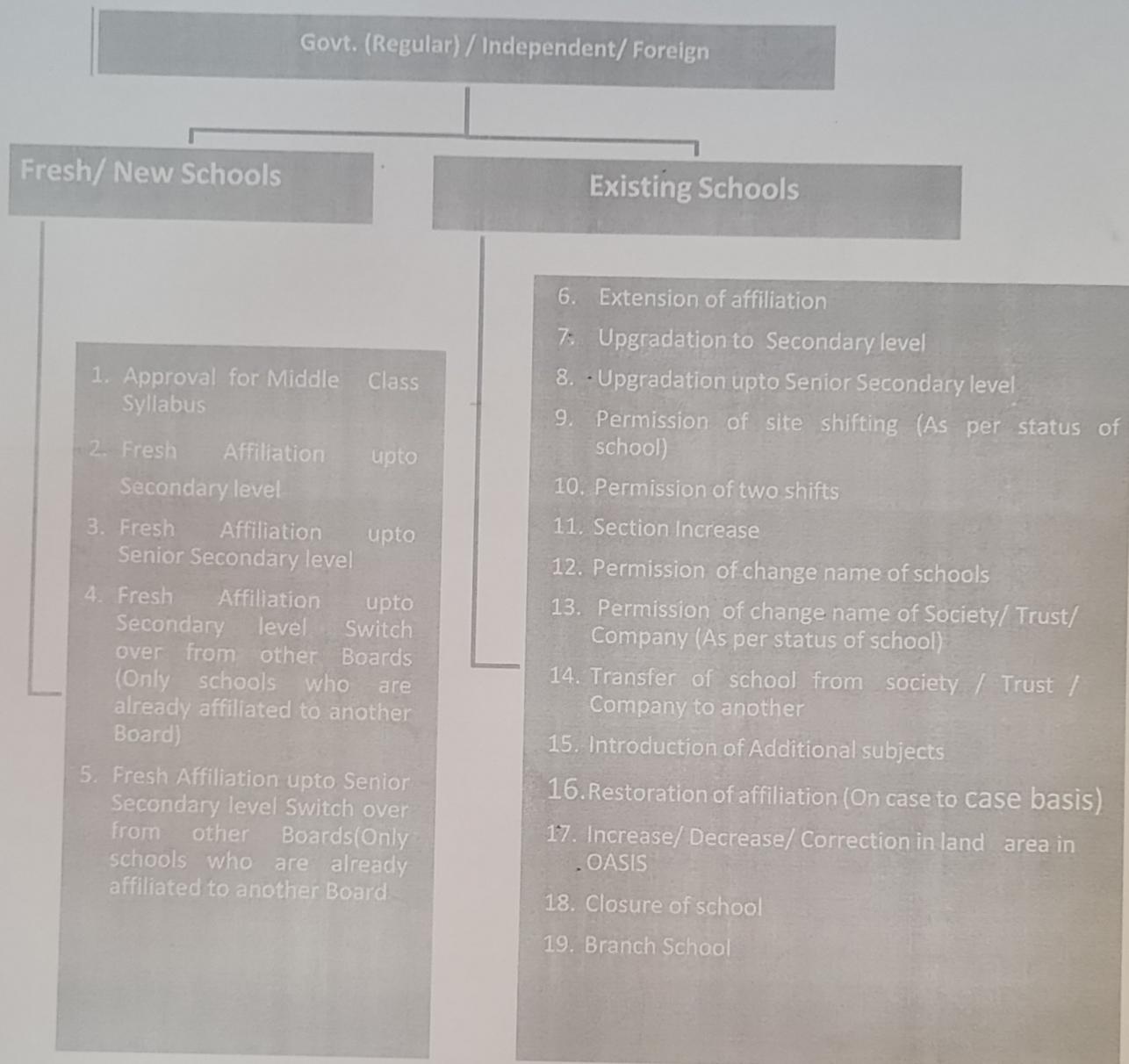


1.1 This user manual endeavors to facilitate the schools to understand the process, the documents required to be uploaded and other compliances to be done before applying for affiliation.

The applicants are classified as follows:-



1.3 The school should possess the following mandatory documents required for Fresh Affiliation for Independent Schools:-

1. *No Objection Certificate from the State Education Department to seek affiliation with CBSE (please refer to Circular No : 04/2025 Date of 20 Feb 2025) - Amendments in Affiliation Bye-Laws-2018 w.e.t. permit school to apply for affiliation with or without NOC).*
2. *Recognition Certificate* with its validity as on date, issued by concerned State Education Department as per extant rules and provisions contained in RTE Act-2009.
3. *Land Certificate STRICTLY* as per the **Annexure-B**. The certificate should have been issued not more than 1 year before the date of application. The Competent Authority to issue the land certificate is - DM/ADM/SDM / Tehsildar/ Naib – Tehsildar/ Registrar/ Sub-Registrar or any other equivalent authority competent to issue such certificate. The Schools running on the land allotted by Urban Land Development Authorities like DDA, HUDA, MMRDA, GMDA, TDA, BDA, GNIDA, Noida Authority, Land owning PSUS, SEZ, Industrial Development Authorities/Corporations, Project/Companies such as Power, Steel and Cement, ATOMIC Energy, SAIL, BHEL etc., may submit the letter or certificate from the concerned agency in lieu of the Land Certificate (Please refer circular no. 13/2024 dated 16.08.2024) issued by the revenue authorities. The land certificate must be as per format prescribed and no other format will be acceptable. Non submission of the certificate in the prescribed format may lead to rejection of the application.
4. *Fire Safety Certificate* is to be issued by the Govt. Fire Safety Department/ Authorised Officer of the Local Bodies such as Municipal Corporation as per prescribed norms with validity (validity as on date of final submission of application) in the name of school only. Letter/Certificate/opinion regarding installation or possession of Fire Safety equipments/ extinguisher shall not be treated as a Fire Safety Certificate.
5. *Building Safety Certificate* as per the **Annexure-D** of the SARAS Manual is to be issued by an officer not below the rank of an Assistant Engineer of the Government works department, however, with regard to schools running in the areas/regions where Engineers have been empaneled by the concerned urban local body/planning authority/concerned department, Building Safety Certificate issued by such empaneled Structural Safety Engineer of the

region where the school is situated along with the copy of the license issued by the concerned Government authority may be submitted. (Please refer circular no. 13/2024 dated 16.08.2024.). **The Building Safety Certificate must include details of all the buildings Blocks in the school campus and the number of floors in such building blocks in the school.**

6. **Building plan by Architect (Optional)**
7. **Certificate of registration of Society OR Certificate of incorporation of Company OR Copy of the registered trust deed running the school, issued by a competent Government authority.**
8. ***Safe Drinking Water and Sanitary Condition Certificate* – Please refer Annexure-C of SARAS Manual for proforma of safe drinking water and sanitary condition certificate which has to be issued by an officer not below the rank of an Assistant Engineer of the Government Public Health Department(PHED)/ Authorised Officer of the Local Body (Municipality) accompanied by a water test report of the school from a PHED Lab.**
9. ***System Generated Self- certification* signed by principal & Manager of the school and duly countersigned by the authorized signatory**

Note:-

1. It is advised that as far as possible, the certificates be submitted in the formats prescribed in **Annexures-C and D**.
2. The land certificate should be submitted strictly as per the prescribed format in **Annexure-B**. Please refer Circular no. 13/2024