



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No. CBSE/AFF./2021

Dated: 21.05.2021  
Circular No 09/2021

### Circular

**Sub : Display of "Mandatory Public Disclosure" at Home Page in school's website under prominent icon leveled as "Mandatory Public Disclosure" for easy access by the member of public to ensure transparency (reference Cir. No. 03/2021 dated 05.03.2021) – reg.**

To bring the transparency and build up trust among the stakeholders, CBSE has been giving emphasis on "Mandatory Public disclosure" of relevant information by its affiliated Schools. This information has to be displayed on the schools website as per clause 2.4.9 of Affiliation Bye laws 2018, as per the format prescribed in Appendix IX of Circular dated 05/03/2021.

The format of Mandatory Public Disclosure along with the relevant circular is once again attached for ready reference.

(<https://saras.cbse.gov.in/cbsedoc/Circular/Circular/Circular%20No%20%203%20Affiliation.pdf>).

The schools are informed to display the same on the Home page itself of the school website under an icon "Mandatory Pubic disclosure". **The icon link so posted on the schools' website should be distinctly visible for easy accessibility.** It is important that this information is easily accessible to the public and therefore the link on the website should be prominently displayed.

In this connection, it has been observed that inspite of clear directions from the Board, some of the schools are not following these provisions. It is therefore, reiterated that it is imperative on the part of the schools to comply not only with the provisions of State Education department but also with the provisions of the Affiliation and Examination Bye-Laws of the Board, to bring transparency and easy accessibility by stakeholders.

The Central Board of Secondary Education has also made it as a mandatory pre condition for granting or extending affiliation. The School leaders and Managers of the schools are directed to take note of the above condition and comply with the provisions mentioned in circular dated 05.03.2021. If it has not been complied with already, the same may be done within a period of one month failing which the Board will be constrained to take necessary action as per provisions mentioned in Chapter 12 of Affiliation Bye-Laws, 2018.

Encl: Format (Annexure IX)

*Anurag Tripathi*

(Anurag Tripathi)

Secretary, CBSE

Distribution:



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in





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### Distribution:

1. All Managers of Independent category schools for strict compliance.
2. All Head of the Institution / Principal for strict compliance.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18- Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
4. The Commissioner, Navodaya Vidyalayua Samiti, B-15, Institutional Area, Sector-62, NOIDA – 201307, District Gautan Budh Nagar, (Uttar Pradesh).
5. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
6. The Director of Public Insructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017.
7. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim-737101.
8. The Director of School Education, Govt. of Arunanchal Pradesh, Itanagar-791111.
9. The Director of Education, Govt. of A&N Islands, Port Blair-744101.
10. All Directors of CBSE for information.
11. All Education Secretaries of States / UT.
12. All the Regional Directors / Regional Officers / COE Heads of CBSE to ensure that all the Heads of the affiliated schools of the Board in their respective regions have developed their website and have uploaded the required information on their website.
13. The Director (IT) Central Board of Secondary Education, "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110092 with the request to put this circular on the CBSE website.
14. EO to Chairman, CBSE for kind information to the Chairman.

*Anurag Tripathi*

(Anurag Tripathi)  
Secretary, CBSE



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### APPENDIX - IX

#### Mandatory Public Disclosure

##### A: GENERAL INFORMATION:

SL NO.	INFORMATION	DETAILS
1	NAME OF THE SCHOOL	
2	AFFILIATION NO.(IF APPLICABLE)	
3	SCHOOL CODE (IF APPLICABLE)	
4	COMPLETE ADDRESS WITH PIN CODE	
5	PRINCIPAL NAME & QUALIFICATION:	
6	SCHOOL EMAIL ID	
7	CONTACT DETAILS (LANDLINE/MOBILE)	

##### B: DOCUMENTS AND INFORMATION:

SL NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	COPIES OF AFFILIATION/UPGRADATION LETTER AND RECENT EXTENSION OF AFFILIATION, IF ANY	
2	COPIES OF SOCIETIES/TRUST/COMPANY REGISTRATION/RENEWAL CERTIFICATE, AS APPLICABLE	
3	COPY OF NO OBJECTION CERTIFICATE (NOC) ISSUED, IF APPLICABLE, BY THE STATE GOVT /UT	
4	COPIES OF RECOGNITION CERTIFICATE UNDER RTE ACT, 2009, AND IT'S RENEWAL IF APPLICABLE	
5	COPY OF VALID BUILDING SAFETY CERTIFICATE AS PER THE NATIONAL BUILDING CODE	
6	COPY OF VALID FIRE SAFETY CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY	



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7	COPY OF THE DEO CERTIFICATE SUBMITTED BY THE SCHOOL FOR AFFILIATION/UPGRADATION/EXTENSION OF AFFILIATION OR SELF CERTIFICATION BY SCHOOL	
8	COPIES OF VALID WATER, HEALTH AND SANITATION CERTIFICATES	

**NOTE:** THE SCHOOLS NEEDS TO UPLOAD THE SELF ATTESTED COPIES OF ABOVE LISTED DOCUMENTS BY CHAIRMAN/MANAGER/SECRETARY AND PRINCIPAL. IN CASE, IT IS NOTICED AT LATER STAGE THAT UPLOADED DOCUMENTS ARE NOT GENUINE THEN SCHOOL SHALL BE LIABLE FOR ACTION AS PER NORMS.

### C: RESULT AND ACADEMICS:

S.NO.	DOCUMENTS/INFORMATION	UPLOAD DOCUMENTS
1	FEE STRUCTURE OF THE SCHOOL	
2	ANNUAL ACADEMIC CALANDER.	
3	LIST OF SCHOOL MANAGEMENT COMMITTEE (SMC)	
4	LIST OF PARENTS TEACHERS ASSOCIATION (PTA) MEMBERS	
5	LAST THREE-YEAR RESULT OF THE BOARD EXAMINATION AS PER APPLICABILITY	

### RESULT CLASS: X

S.NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS

### RESULT CLASS: XII

S.NO.	YEAR	NO. OF REGISTERED STUDENTS	NO. OF STUDENTS PASSED	PASS PERCENTAGE	REMARKS



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### D: STAFF (TEACHING)

S.NO.	INFORMATION	DETAILS
1	PRINCIPAL	
2	TOTAL NO. OF TEACHERS	
	o PGT	
	o TGT	
	o PRT	
3	TEACHERS SECTION RATIO	
4	DETAILS OF SPECIAL EDUCATOR	
5	DETAILS OF COUNSELLOR AND WELNESS TEACHER	

### E: SCHOOL INFRASTRUCTURE:

S.NO.	INFORMATION	DETAILS
1	TOTAL CAMPUS AREA OF THE SCHOOL (IN SQUARE MTR)	
2	NO. AND SIZE OF THE CLASS ROOMS (IN SQ FT/MTR)	
3	NO. AND SIZE OF LABORATORIES INCLUDING COMPUTERLABS (IN SQ MTR)	
4	INTERNET FACILITY (Y/N)	
5	NO. OF GIRLS TOILETS	
6	NO. OF BOYS TOILETS	
7	LINK OF YOUTUBE VIDEO OF THE INSPECTION OF SCHOOLCOVERING THE INFRASTRUCTURE OF THE SCHOOL	



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