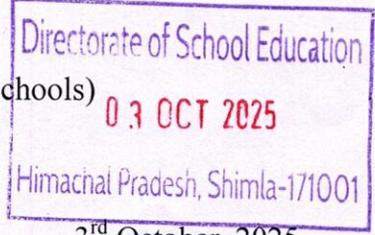


No. EDN-H (Ele) (Quality Education) 2025-26
Directorate of School Education
Himachal Pradesh
Shimla-01

To

All concerned Principals (100 Schools)
Govt. Senior Secondary School
Himachal Pradesh



Dated: Shimla-171001 the 3rd October, 2025

Subject:

Regarding filling up of Dummy SARAS 6.0 forms for scrutiny at Directorate level before actual online submission of application for registration/affiliation on SARAS 6.0 portal- Reg. CBSE affiliation of Govt. schools.

On the subject cited above, a meeting convened under the Chairmanship of Secretary (Education) to the Government of Himachal Pradesh on 27th September, 2025 regarding the readiness of selected 100 Government Schools for CBSE affiliation, in which it was decided to get Dummy SARAS 6.0 forms filled from the Principal concerned, before submission of actual application for registration/affiliation on SARAS 6.0 portal of CBSE so as to minimise the error and to ensure only scrutinised documents are uploaded on the portal.

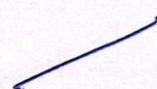
In view of above directions, enclosed find herewith the Dummy SARAS 6.0 forms. You are required fill the said form and arrange submission of Dummy forms duly filled in alongwith requisite documents, as per CBSE Bye-Laws, as amended from time to time and SARAS 6.0 Manual and submit the same to this Directorate in person or via email within 3 days positively.


Ashish Kohli, IAS
Director

Directorate of School Education
Himachal Pradesh

Endst. No. EDN-H (Ele) (Quality Education) 2025-26 Dated 3rd Oct., 2025
Copy to-

1. All Deputy Director School Education (Elementary/Secondary) in Himachal Pradesh, for information.
2. Nodal Officer, IT Cell, Directorate of School Education, Himachal Pradesh for information with the request to host this letter on departmental official website.
3. Guard file.


Director
Directorate of School Education
Himachal Pradesh

DUMMY SARAS 6.0 AFFILIATION FORMS

1. Login / Registration Form

School Email (validate OTP)	
Create Password	XXX
Security PIN	XXX
Confirm Password / OTP option	XXX

2. KYC Details (Pre-filled)

School Name	
UDISE No.	
State/UT	Himachal Pradesh
District	
Block	
Pin Code	
School Type (Independent/Govt/Foreign)	Government
Registered Trust/Society/Company	NA, Government Schools
Contact Person	

Contact Phone	
---------------	--

Progress Panel Status (<i>Not Started / In Progress / Completed</i>)	
--	--

3. KYC Payment Details

Payment Mode (<i>Netbanking/UPI/Card</i>)	
---	--

Transaction ID / UTR No.	
--------------------------	--

Amount (₹10,000)	
---------------------------	--

Payment Date	
--------------	--

4. Document Upload Checklist (Part A)

Approval Letter (NOC) -Upload (Yes / No) Remarks	
--	--

Land Certificate (Annexure-B format) -Upload (Yes / No) Remarks	
--	--

Fire Safety Certificate (As prescribed by State Government) -Upload (Yes / No) Remarks	
---	--

Building Safety Certificate (Annexure-D) -Upload (Yes / No) Remarks	
--	--

Establishment Letter- Upload (Yes / No) Remarks	
---	--

Safe Drinking Water & Sanitary Certificate (Annexure-C)- Upload (Yes / No) Remarks	
---	--

Water Test Report (PHED Lab)- Upload (Yes / No) Remarks	
---	--

System Generated Self-Certification (signed)- Upload (Yes / No) Remarks	
--	--

Photographs (Geo-tagged) & Short Video (<=4MB)- Upload (Yes / No) Remarks	
--	--

If Land Certificate format incorrect -> Specify reason (details)	
--	--

5. Part B - Basic Details

Year of Establishment of School	
---------------------------------	--

Principal's Name	
------------------	--

Principal's Retirement Date (DD/MM/YYYY)	
--	--

School Email	
--------------	--

School Shift (Morning / Evening / Double)	
---	--

Currently Running Classes From (e.g., Pre-Primary/Class-I to Class X/XII)	
---	--

Whether Vocational/Skill Subjects Offered (Yes/No); <i>Name of courses/subjects</i>	
---	--

Classes where skill subjects are offered	
--	--

Number of Faculty (Total); Attach list with names, designation, full qualifications etc.	
---	--

Number of Students (Total); Attach class wise list with names, students profile etc.	
---	--

Chairman / SMC Details; Attach information	
---	--

School Website URL	
--------------------	--

Infrastructure details summary (area, blocks); Attach details as per norms	
---	--

Photograph (Geo-tagged) as per norms (Attach high resolution photos)	
--	--

Video path (<=4MB) / Video File Name; Share videos with concerned Nodal Officers	
---	--

6. Final Payment Details

Final Application Fee (Category wise- ₹35,000)	
---	--

Payment Mode	
--------------	--

Transaction ID / UTR	
----------------------	--

Date of Payment	
-----------------	--

System Generated Registration Number (after payment)	
---	--

Note:-

1. *Submit duly filled in dummy form. Every page (s) be signed before submission.*
2. *All fields should be duly filled in with outmost care and as per the, CBSE Affiliation Bye-Laws, Guidelines of SARAS 6.0 Manual while adhering to the instructions / guidelines issued by CBSE from time to time, in this regard.*
3. *Write 'NA' wherever applicable. Attach extra pages for additional information, if required.*
4. *Attach legible scanned copies documents wherever required.*
5. *Submit forms to Nodal officers concerned through mail or other modes.*

**Principal
(Seal & Stamp)**

Nodal Officer Comments

1. I have scrutinized above form and documents attached as per the CBSE Affiliation Bye-Laws, Guidelines of SARAS 6.0 Manual while adhering to the instructions / guidelines issued by CBSE from time to time.
2. I **recommend / not recommend** for online registration / affiliation under SARAS 6.0 portal.
3. I recommend instant case to Committee for further consideration / remand back to concerned Principals for completing codal formalities as per the CBSE Affiliation Bye-Laws, Guidelines of SARAS 6.0 Manual while adhering to the instructions / guidelines issued by CBSE from time to time.

4. _____

(Additional comments)

Nodal Officer
DSE

To

The Committee (at DSE level)

Or

Principal, _____

RECOMMENDATION
(Committee at Directorate level)

Based on information provided by Principal, _____

District _____, Himachal Pradesh and in view of comments of the Nodal Officer, instant case is recommended for online registration and affiliation on SARAS 6.0 portal of CBSE within two (2) days or returned (to Principal) with following observation (s)

1. _____
2. _____
3. _____
4. _____
5. _____

Note:-

1. *The Committee will recommend, assist and guide in online Registration and affiliation process. The Principal concerned shall only be responsible for filling up of correct information and uploading of correct / requisite certificates and documents.*
2. *Further, Committee advised that the all fields are duly filled in with outmost care and as per the, CBSE Affiliation Bye-Laws, Guidelines of SARAS 6.0 Manual while adhering to the instructions / guidelines issued by CBSE from time to time, in this regard.*

Member-1

Member-2

Member-3

Countersigned by:-

Additional Director (E&A), DSE

OFFICE USE

Endst. No. EDN-H (Ele) (Quality Education) 2025-26 **Dated** _____
The Principal, _____,
District _____, Himachal Pradesh for information and immediate necessary action as per recommendation. A copy of case file is being returned for record.

Director
Directorate of School Education
Himachal Pradesh