

**Minutes of the meeting dated 27<sup>th</sup> September, 2025 held under the Chairmanship of Sh. Rakesh Kanwar (IAS) Secretary (Education) to the Government of Himachal Pradesh to review the readiness of Government schools for CBSE affiliation and various issues related to affiliation etc. in the Conference Hall of Directorate of School Education, Himachal Pradesh.**

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List of participants enclosed as **Annexure A**.

At the very outset, Director, School Education Sh. Ashish Kohli welcomed worthy Chair and all the participants and apprised that Directorate has conducted two virtual sensitization workshops held on 22<sup>nd</sup> and 25<sup>th</sup> September, 2025 and as directed, teams of Directorate led by Sh. Rajesh Sharma, State Project Director (SSA) also met Secretary, Central Board of School Education (CBSE) on 23<sup>rd</sup> September, 2025 and had a very fruitful discussion in Delhi.

In forenoon session, readiness reports of 100 schools were scrutinized beside a detailed discussion / presentation on Pre-affiliation requirements as per CBSE Bye Laws and Principals were given an opportunity to raise issues and concerns relating to readiness of his/her school for CBSE affiliation. It was found that 15 schools are not qualifying for CBSE affiliation due to non-compliance of certain mandatory requirements, including the stipulation of 4000 square meters of land.

During afternoon session in the meeting, a brief presentation was given by Additional Director vis-à-vis CBSE Bye Laws, Saras 6.0 Manual and discussion with concerned Principals were held regarding infrastructural mapping and gaps were identified. A positive outcome of meeting with Secretary, CBSE was also discussed in the meeting. Requirement of quantum of land, classroom size norms, sectional Vs enrolment norms, PTR, Affiliation types, provision of toilets and accessibility facilities for Children with Special Needs as per RPwD Act, compliances with regard to child safety, Building structural safety and fire safety norms etc., as well as requirements of Digital Laboratories / Computer Labs and Digital Libraries, school websites, DSC etc were discussed in detailed and suggestion of all officers and Principals were invited and recorded.

Following directions / clarification / suggestions were given by Chair after detailed deliberation / discussions on following issues and important matters involving substantial financial implications:-

**1. Land related issues- Possession/natural barriers, single contiguous plot:**

- i. Land in possession of school / department shall be considered and accordingly certificates on prescribed Annexure will be procured from competent authorities of Revenue Department. In case of any difficulty, Deputy Director (Secondary) shall liaise with Deputy Commissioner concerned and expedite the same.

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- ii. Single contiguous plot is requirement, however land owned and possessed by adjoining / abutting Primary school / complex schools shall be taken on record to fulfill land requirement. In case, land is separated by natural / man-made barriers between schools / complexes, in that case, Principal concerned may consider case for Branch affiliation under Single Affiliation Number.

**2. Class room size / Sectional restrictions / Student's floor area;**

- i. In most of the schools, due to low enrolment of students, mandatory student's floor area of 1 Sq. metr is being met so room sizes are to be considered accordingly and answered in affirmation during filling up of online applications.
- ii. Additional Director has been directed to clarify on sectional restrictions in consultations with CBSE immediately and issue directions to Principals accordingly with regard to types of affiliation, to be considered for affiliation.
- iii. In case, enrolment exceeds sectional restrictions, Branch affiliation under Single Affiliation Number is to be considered however subject to clarifications from CBSE as decided para 2 (ii) above.

**3. Computer/Digital Laboratory as per CBSE norms:**

- i. Is mandatory before start of academic session under CBSE for Computer Based Test of 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> Class.
- ii. Mandatory Student : Computer ratio :: 1:18 is to be maintained with upgraded versions, as per norms.
- iii. Chair assured to fulfill norms before start of Academic session, for which budgetary provisions shall be made.
- iv. Principals to proceed accordingly in affirmation while filling online application.

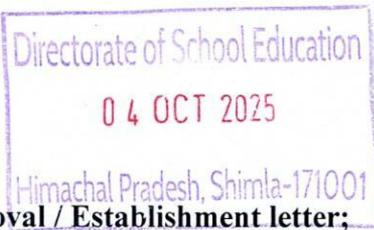
**4. Digital Library with all modern facilities;**

- i. Funds required for same has been assured by Chair.
- ii. For online affiliation, well equipped physical library is required to be maintained and all Principals were directed accordingly to ensure same as per norms.
- iii. Principals to proceed accordingly while filling online applications.

**5. RPwD compliances including toilets- CwSN;**

- i. To meet requirement, Principals concerned were allowed to meet expenditure from admissible funds available with them, as per norms. Deputy Directors (Secondary) were directed to release budget from admissible category of 'funds' available with their offices, to all proposed schools for CBSE affiliation with immediate effect under intimation to Directorate as well
- ii. All Principals to comply CBSE instructions in this regard.

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- 6. Affiliation type, Approval / Establishment letter;**
- Chair directed / clarified that affiliation shall be composite i.e Grade 1 or *Balvatika* to +2 Class including Middle/Primary School or *Balvatika* Syllabus Affiliation.
  - In case of sectional restrictions and other issues, Affiliation shall be Middle level to Senior Secondary level, subject to approval from Directorate.
  - Chair authorized Director, School Education to issue Approval letter / Establishment letter / NOC in respect of all selected Government Schools for CBSE affiliation, as required under norms/bye laws.
- 7. Major/minor repair/restoration work and Pucca Boundary wall and Original Civil Works;**
- To meet expenditure from admissible funds lying with Principals and Deputy Directors (Secondary)
  - If requirement of funds are substantial and could not be met at Deputy Directorate level, estimate be sent to Directorate within 7 days positively. Deputy Director to ensure same.
  - Directorate to explore provisioning of budgetary requirements for civil works under SCDP and TADP/TASP and simultaneously take up matter with concerned Administrative Secretaries through Education Department.
- 8. Various certificates including Fire Safety Certificate;**
- Administrative Secretary Revenue, PWD, JSV, Home has already been requested to issue necessary direction to competent authorities.
  - Similarly, All Deputy Commissioners has already been directed to expedite issuance of certificates at district level as well. In this regard Deputy Director (Secondary) to convene virtual meeting with all Principals under them and take up matter / issues with concerned Deputy Commissioners immediately and ensure issues of certificates in time bound manner within 5 days from today.
  - The Director to convene a meeting with Civil Defence & Fire Services Department of the State immediately and chalk out modalities for issuance of Fire Safety Certificate expeditiously and expenditure involved in procurement of required items like hydrants, fire tenders etc., in view of recent judgment of Apex Court and CBSE norms.
- 9. Registration / Affiliation fee, DSC, CCTV cameras;**
- To meet from admissible funds and heads with Principals and Deputy Director Offices.
- 10. New recruits as per norms;**
- Chair assured for the same, Principals are required to proceed accordingly.
- 11. PTR;**
- As per norms, will be ensured by Directorate / Government.

**12. Photographs / Videography norms;**

- i. Director School Education/ SSA to ensure same; Chair directed to procure services at State level to expedite same & to ensure uniformity and quality of photos and video or to explore other options as well.

**13. Scrutiny of documents / requirement at Directorate level before filing of online application and time for the same.**

- i. Director to ensure and monitor and VSK Team, SSA to assist, if required.
- ii. Dummy application forms are to be designed and circulated to all Principals for filling up before actual online registration/affiliation.
- iii. Before online filing of application, documents and dummy forms will be scrutinized by Nodal officers concerned at Directorate level or online submission of application by Principals will be ensure at Directorate level under the supervision of Team/ Nodal Officers.
- iv. Online filing of application shall start on or before 15<sup>th</sup> October, 2025 and will have to be completed by 31<sup>st</sup> October 2025.

**14. General Directions;****After discussion it was decided that:**

- i. The Principals were authorized to use the funds available with the school to bridge the gaps to meet the CBSE norms/requirements.
- ii. The Principals were further authorized to spend the amount available with them as on date. The fund accumulated over a period of time due to non expenditure in previous years should be spend to improve infrastructure and other facilities in the school keeping in view the requirements of the school. Improvement in Quality Education should be the objective of the work/projects/items on which the amount is spent by the school.
- iii. The Principals should in future ensure that out of the funds generated under various heads in a given year, upto 85% should be spent in that particular year so that students who deposit the money get the benefit during their schooling years.
- iv. Principals are authorized to use the funds available in various heads by way of re-appropriation from one head to another to meet specific requirements, if need be, for the benefit of students.
- v. The Principals shall ensure completion of all codal formalities before incurring any expenditure.
- vi. These instructions above (i) to (v) regarding fund available with the schools shall apply to all the schools in the state (Govt. Senior Secondary, High, Middle & Primary Schools).
- vii. In case, due to paucity of budget/ funds for infrastructural and other requirements, all Principals through concerned Deputy Directors, shall submit work-wise tentative estimates to Directorate immediately within 5 days from today. It will be the responsibility of the Deputy Directors concerned to ensure scrutiny of budgetary requirements before sending proposal to the Directorate and required to certify that

- no fund/budget to meet the proposed expenditure for particular works is available in his/her office. The Directorate after due scrutiny of each proposal will be authorized to give administrative & expenditure approval immediately to schools /Deputy Directors.
- viii. Directorate (School Education) shall identify infrastructural gaps for CBSE affiliation with respect to selected schools and submit a proposal to Government for seeking relaxation in norms if required so that matter be taken up with Secretary (Education) to the Government, Chairman, CBSE and Secretary, CBSE for necessary permission/approval.
- ix. The Directorate to submit list of additional schools, duly scrutinized as per the CBSE affiliation norms while ensuring area coverage, enrolments of students, infrastructural requirements and pre-affiliation readiness etc.
- x. For the time being, IT cell to design combined website for the purpose of CBSE affiliation and ensure uploading of all necessary documents of selected schools immediately. However school concerned may design websites for their respective schools in due course of time, as per norms of the CBSE.
- xi. Directorate to deliberate on road map/time line simultaneously for smooth transition from HPBoSE to CBSE including matter related to dedicated cadre of teachers for CBSE affiliated schools.
- xii. Importantly, Girls and Boys Schools in the Sub-Divisional/District hqtr. or otherwise, approved for CBSE affiliation, in vicinity of each other are to be applied as single unit. The school notified as PM Shri, IoE shall act as a 'lead school' to initiate registration & affiliation process / entire process, assisted by Principal and staff of other Boys / Girls schools. A Committee shall be constituted in this regard by Deputy Directorate of school Education (Secondary) .If , in case both the schools have been notified as PM Shri and IoE, then school qualifying more numbers of parameters, better infrastructure and enrolment shall be the 'lead school' for all purposes of affiliation etc.
- xiii. All Principals were directed to update themselves with instructions, directions, amendments in CBSE Bye-Laws, guidelines, being issued from time to time from Board by frequently visiting official website of CBSE including updates on SARAS 6.0 corner.
- xiv. Being a top-most priority of the Government, Chair directed all Deputy Directors and Principals and concerned officer/official of Directorate to ensure timely procurement of all mandatory certificates, completion of all formalities / documents required for affiliation and to start submission of online application on SARAS 6.0 portal on or before 15<sup>th</sup> October, 2025, to be completed in all respect by 31<sup>st</sup> October, 2025. Failure to achieve deadline without any justification will be liable for punitive actions against concerned officers / officials under rules.
- xv. For smooth and timely completion of process of affiliation and school readiness etc., Principals concerned have been authorized to take the assistance of Clerical staff and Technical officers / teachers and any teachers, whose expertise can benefit or expedite the entire process of affiliation. No Principals will delegate this task to any subordinate

staff under any circumstances. S/he shall be held responsible for completion of entire process of affiliation and smooth transition of schools from HPBoSE to CBSE base curriculum at school level.

- xvi. Chair also motivated all Principals to implement the 'School Complexes Guidelines', issued recently by Government and described in detailed, the purpose and intend of the same.

Meeting ended with vote of thanks to the Chair and from the Chair.

Approved by

**Rakesh Kanwar (IAS)**  
Secretary (Education) to the  
Government of Himachal Pradesh  
Dated

Endst . No.

Copy to:-

1. The Administrative Secretary (Home, Revenue, PWD and JSV) to the Government of Himachal Pradesh.
2. The Secretary (Education) to the Government of Himachal Pradesh for information.
3. Director, Sarva Shiksha Abhiyaan, Himachal Pradesh for information and necessary action.
4. All Deputy Commissioners, Himachal Pradesh for information and necessary action.
5. Director of Civil Defense & Fire Services, Himachal Pradesh for information and necessary action.
6. All Deputy Director of School Education (Secondary / Elementary / Quality), Himachal Pradesh for information and necessary compliance. Further, Deputy Director School Education (Secondary) is directed to convene a meeting under the Chairmanship of Deputy Commissioner concerned with all stakeholder departments to expedite the issuance of various certificates and other issues relating to CBSE affiliation on or before 5<sup>th</sup> October, 2025 under intimation to this Directorate.
7. Secretary, Himachal Pradesh Board of School Education, Dharamshala for information.
8. All Nodal Officers, CBSE affiliation, Directorate of School Education, Himachal Pradesh for information and necessary action.
9. All Principals (As per list) for information and immediate necessary action/compliance.
10. General / Planning / Budget / Building/ Quality / IT Branch of Directorate of School Education for information and immediate necessary action.
11. Guard File

**Ashish Kohli (IAS)**

Director  
School Education Himachal Pradesh