केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/AFF./Misc./BS/2025

Date: -22.02.2025

NOTIFICATION

Subject: - Affiliation Bye-Laws (Branch School)-2025.

As per the recommendation of the Affiliation Committee in its meeting held on 29.11.2024 vide Agenda Item XV, ratified by the Governing Body in its Meeting held on 26.12.2024 vide Agenda Item XV and subsequent approval of the Controlling Authority of the Board, the school's which are affiliated with the Board and are located in the areas/ cities where relaxed land norms are applicable on the land requirements for setting schools under Chapter 3 of Affiliation Bye-Laws-2018 of the Board may establish a Branch School under the same name and affiliation number and by the school management but with separate set of resources in terms of Physical and Academic Infrastructure, Teaching & Supporting Staff etc. as per the provisions laid down in Affiliation Bye-Laws-(Branch School)-2025 for running classes from Bal-Vatika to Class V. The Main School shall run the classes from VI to XII.

The school can apply for establishing of Branch Schools w.e.f. the academic session 2026-27 on SARAS 6.0 Portal. The Affiiation Bye-Laws (Branch School) - 2025 are enclosed herewith this notification.

(Himanshu Gupta)
Secretary

Copy for information to:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odhisha-751005.
6. The Director of School Education, Andhra Pradesh, 3rd Floor, B block, Anjaneya Towers, VTPS Rd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh – 521 456.
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111.

-Contd...2/-

8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101.
9. The Director of Education, Govt. of A&N Islands, Port Blair – 744101.
10. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017.
11. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
12. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil – Ladakh.
13. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.
14. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001.
15. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
16. DS to Chairperson, CBSE.
17. Secretary/ Controller of Examinations/ All Directors, CBSE.
18. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions 19. All Joint Secretary/ Deputy Secretary/ Under Secretary/ Assistant Secretary, CBSE 20. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE.
19. In charge IT Unit with the request to put this Circular on the CBSE Affiliation Website
20. In-Charge, Library.
21. Record File.

(Himanshu Gupta)
Secretary

Affiliation Bye-Laws (Branch School) - 2025

Chapter 1 SHORT TITLE AND COMMENCEMENT

1.1 These Bye-laws may be called the Affiliation Bye-Laws (Branch School)- 2025 of Central Board of Secondary Education.

1.2 These shall be effective from the date of notification by the Central Board of Secondary Education.

1.3 Definitions- In these Bye-laws, unless the context otherwise requires:

1.3.1 "Main School" means the School which is already affiliated with the Board and is establishing the Branch School under the same affiliation number, name and by the same school management but with separate set of resources in terms of Physical and Academic Infrastructure, Teaching & Supporting Staff etc.

1.3.2 "Branch School" means a Branch of the Main School under the same affiliation number, name and by the same school management, running classes from Bal-Vatika I, II and III to Class V.

1.3.3 "Head Mistress/Head Master" of the Branch School means the Head of the Branch School established under the same affiliation number as of the Main School.

1.3.4 "Bal-Vatika" means the pre-primary classes run at Bal-Vatika I, II and III levels as per the National Education Policy. 2020.

1.35 All other definitions shall be as defined in the Affiliation Bye-Laws-2018 of the Board.

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Chapter 2

NORMS FOR BRANCH SCHOOL

2.1 The schools situated in areas as per clauses 3.4, 3.5, 3.6 and 3.7 of the Affiliation Bye-Laws-2018 of the Board, where relaxed Land norms are applicable may be permitted to have Main School and single Branch School within the same city.

2.2(a) The existing school which is affiliated with the Board is termed as "Main School" and second school established under the same affiliation number, name and by the same school management but with separate set of resources in terms of Physical and Academic Infrastructure, Teaching & Supporting Staff etc. from Bal-Vatika to Class V is termed as "Branch School".

2.2(b) Both Main and the Branch School shall have same Affiliation Number and the name of the Main School.

2.2(c) The period of grant and extension of provisional Affiliation of both of the schools shall be same.

2.3 The Main School , if having a Branch School, is permitted to run from class VI-XII and the Branch School is permitted to run classes from Bal-Vatika's (I, II & III) to Class V.

2.4 Branch School shall be located within the municipal limits of the same City.

2.5 Both **Main and the Branch School** shall have separate set of resources in terms of Infrastructure, Teaching Staff & Supporting Staff.

2.6 The Management and the ownership of both the Branches shall be same. Both the Branches shall be run by the same Society/ Trust/ Section-8 Company which has established the Main School.

2.7 Both the Main and the Branch School shall share the same administrative and academic practices.

2.8 Both of the Branches shall separately maintain essential documents viz. Recognition, UDISE +, Land Certificate, Fire Safety Certificate, Building Safety Certificate and Water and Sanitation Certificate. The NOC of the Main school shall also be applicable for the Branch School.

2.9 Both Main and the Branch School shall constitute a separate School Management committee as per provisions of Chapter 8 of the Affiliation Bye-Laws- 2018 of the Board.

2.10 The Manager of both of the schools shall be same in accordance with the Chapter 9 of the Affiliation Bye-Laws-2018 of the Board.

2.11 There shall be a common website for both of the Branches. The website shall categorically have a section dedicated for the Branch School which, apart from

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other information, shall contain Mandatory Public Disclosure portion for the Branch School.

2.12 Admissions shall be administered and managed by the Main School only.*(As per clause 2.4.5 of the Affiliation Bye-Laws-2018 of the Board).* The age of admission of students in the Bal-Vatikas and Class I shall be as per State Education Act/ Rules.

2.13 The curriculum and Books shall be as per clause 2.4.6 and 2.4.7 of the Affiliation Bye-Laws-2018 of the Board.

2.14(a) The Fees as per provisions contained in Chapter 7 of the Affiliation Bye-Laws-2018 of the Board shall be charged and the records will be maintained by the Main School only.

2.14(b) The affiliation fee for setting a branch school shall be as per Appendix – I.

2.15 The finance and Accounts of both of the branches shall be maintained by the Main School only.

2.16 Both the Main and the Branch School shall have separate Principal/Head Mistress/Head Master respectively. The Roles, Responsibilities and Duties of her/him shall be as per clause 9.2 of the Affiliation Bye-Laws-2018 of the Board.

2.17 There shall be a seamless transition of students from the Branch School to the Main School. The school will not consider these students as new admissions in the Main School. They shall be considered to be students promoted to class VI through natural progression.

2.18(a) The teaching staff of Main and Branch School shall be separate.

2.18(b) The ancillary staff such as Security Guards, Clerical staff, Multi-Tasking Staff etc. shall be separate for Main School and Branch School.

2.18(c) The attendance of the staff of both of the locations shall be maintained separately.

2.18(d) The acquaintance rolls for both Main and Branch School shall be common and is to be maintained by the Main School only.

2.18(e) The disbursement of the salaries of the staff of both of the locations shall be done from the Main School only.

2.19 There shall be separate Special Educator for Branch School. The appointment and qualifications of Special Educator shall be in accordance with guidelines and the minimum requirements laid down by Rehabilitation Council of India.

2.20 There shall be separate Counsellor and Wellness Teacher. The person appointed as Counsellor and Wellness Teacher shall be either a Graduate/Post Graduate in Psychology or Post Graduate in Child Development or Graduate/Post Graduate with Diploma in Career Guidance and Counselling.

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2.21 The Branch School shall have separate Physical Education Teacher , Librarian, Art Teacher, Music Teacher, Dance Teacher.

2.22 There shall be separate Bal-Vatika and Primary Teachers for Branch School.

2.23 The qualification of the Head Mistress/Head Master of the Branch School shall be as per the qualification laid down under Chapter 5 of these Bye-laws.

2.24 The Recruitments, appointments, service rules, records maintenance etc. of the Teaching staff and ancillary staff shall be governed as per the provisions of the Clause 5.1, 5.2 and 5.3 of the Affiliation Bye-Laws-2018 of the Board.

2.25 Teachers for Bal-Vatikas shall be either ECCE or NTT and for classes 1-5 ,the teachers shall be PRT(as per NCT qualification).

2.26 Board shall be communicating with the Principal/Manager of the Main School for all issues, though it will not be limited to the same.

2.27(a) Teacher Pupil ratio shall be as per section 25 and the Schedule of the RTE Act for classes I – V.

2.27(b) Teacher – Pupil Ratio for the Bal-Vatikas shall be 30 pupil (1:30).

2.28 On all matters except specifically provided herein shall be governed by Affiliation Bye-Laws-2018 of the Board.

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Chapter

3 LAND NORMS FOR BRANCH SCHOOL

3.1 The Branch School shall have a minimum **contiguous** land area of **1200 sq. mtrs.**

3.2 The Branch schools shall have one section each in Bal-Vatika I , II and III and 1 section each in Classes from I – V with the land area of 1200 sq mtrs.

3.3 In case of land area more than or equal to 1600 sq meters, the sections permissible will be as per Appendix V of the Affiliation Bye-Laws- 2018.

3.4 The entire land area shall be contiguous in nature. There shall not be any public passage, public road, any other such public structure in between the plot of land, open well, electrical transformer, electrical pole, overhead HT/LT lines on which the Branch School is being established.

3.5 The Plot of land on which the Branch School is established shall be bounded with a permanent wall of a minimum of 6 feet of height.

3.6 The existing provisions of Clause 3.1(Requirements with respect to Land) and 3.8 (Land Ownership) of the Affiliation Bye-Laws-2018 of the Board shall be applicable on the Branch School.

3.7 The Land of both of the locations shall be owned by the same Society/Trust /Section -8 Company running the Main School.

3.8 The roles, responsibilities, duties and power of the Society/Trust /Section -8 Company shall be as per clause 9.3 of the Affiliation Bye-Laws-2018.

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Chapter 4 PHYSICAL INFRASTRUCTURE FOR BRANCH SCHOOL

The **Branch School** seeking establishment under Main School must satisfy the following conditions:

4.1 **Class Rooms**– The Branch School shall have classrooms as per clause 4.1 of the Affiliation Bye-Laws-2018 of the Board.

4.2 **Library:** The Branch School shall have a separate Library with Minimum size of 8 m. x 8 m. fully equipped and with reading room facility and other resources to cater to the strength of students in the school. The Library shall be established in accordance with the clause 4.3.2, 4.3.3, 4.3.4, 4.3.5 & 4.3.6 of the Affiliation Bye-Laws- 2018 of the Board.

4.3 **Computer Lab:** The school shall have a separate Computer Lab as per provision of the clause 4.4 of the Affiliation Bye-Laws- 2018 of the Board.

4.4 **Drinking Water Facilities:** The school shall have separate drinking water and toilet facilities as per provisions of clause 4.7 of the Affiliation Bye-Laws-2018 of the Board.

4.5 **Infirmary/Wellness Room:** A separate Infirmary/Wellness room of appropriate dimensions shall be established.

4.6 **Playground:** The school shall have well designated Play Ground with a minimum land area of 400 sq meters. or 1/3rd of the total land area of the school, whichever is more.

4.7 **Play Area for Bal-Vatika Students:** There shall be a dedicated Play Area for the students of the Bal-Vatikas. The minimum dimensions of the play area shall be 200 square meters or 1/6th of the total land area available with the school, whichever is more.

4.8 **The Branch School shall have an Art & Crafts Room** of a minimum of 500 Sq Feet area.

4.9 **The Branch School shall have a Dance and Music Room** of a minimum 500 Sq Feet area

4.10 **Maths and Toys based /experiential learning lab** of a minimum of 500 feet area.

4.11 **Theater/Auditorium:** There shall be an Auditorium or a theatre of a minimum dimension of 14x8 meters .

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4.12 **CWSN facilities** like ramp, lift and toilets etc should also be available in Branch School as per provisions of the Affiliation Bye-Laws-2018 of the Board and the subsequent communications, disseminated through circulars.

4.13 There shall be **Learning Centre for CWSN** in the Branch School

4.14 **Infirmary Room:** The Branch School shall have the Infirmary Room with a nurse.

4.15 **Safety Provisions:**

4.15(a) There shall be staff deployed during dis-embarkment of the students in the morning and to embarkment after the school timings from the School Buses.

4.15(b) The Branch School shall have CCTVs installed in prominent areas of the school's building.

4.15(c) The staircases shall be equipped with the side rails and meshed wires.

4.15(d) All of the electrical points shall be installed at a height more than 5 feet from ground and they shall be inaccessible to the children.

4.15(e) Windows shall be inaccessible to the children and covered with meshed wires.

4.15(f) Regular Safety Checks shall be done by the PTAs and the SMCs. These shall be recorded.

4.15(g) PA system shall be installed in the School's Building

4.15(h) There shall be no basement in the school's Building.

4.15(i) There shall be No Open Water Tanks.

4.15(j) The safety provisions as per clause 4.7.6 and 4.7.7 of the Affiliation Bye-Laws-2018 of the Board shall be implemented.

4.15(k) Soft Mat / Sand shall be used in the play area of the students of Bal-Vatika I,II and III.

4.15(l) No physical movement of students should be made from one campus to another.

4.15(m) Branch School should comply with all National and State Level Acts of the Central and State Governments as mandated by CBSE (POCSO Act-2012, RTE Act-2009, RPWD-2016, JJ Act-2015, Mental Health Care Act-2017, Guidelines issued by the Ministry of Education, NCPCR guidelines etc.)

4.15(o) Implementation of standardized ID systems and access control may be followed

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Chapter 5 STAFF

Qualifications, Recruitment and Service Rules in respect of the Head Mistress/Head Master, Teachers and other staff of the Branch School are given in the ensuing clauses.

5.1 ***The qualification of the Head Mistress/Head Master of the Branch School shall be as following:***

(i)Graduate from any recognized University/Institute

AND

(ii)2 year's Diploma in Elementary Teacher Training or equivalent duly recognized by NCTE.

OR

Bachelor of Elementary Education from a recognized institution duly recognized by NCTE

OR

2 Year's Diploma / Certificate course in Special Educator duly recognized and registered by RCI

OR

2 year's Diploma/ Certificate in ECCE/Nursery Teacher Diploma duly recognized by NCTE

AND

(iii)Must have passed a Hindi/Regional Language at Secondary/ Senior Secondary/ Higher Level

(iv)Must have passed English Language at Secondary/Senior Secondary/Higher Level

(v) Basic Knowledge of Computer

(vi)Experience : 5 years regular service as PRT in the Level 6 of 7th CPC or equivalent

5.2 The Qualifications of the Teachers including PET (Physical Education Teacher) shall be as per the qualifications notified by ***NCTE(National Council of Teacher Education) in The Gazette of India dated 21.11.2019. The qualifications of the teachers for Bal-Vatika / Pre-primary shall be as per the State/UT norms /NCTE norms.***

5.3 The Branch School shall have Special Educator appointed as per the Gazette Notification dated 29.09.2022, S.No. 1A:

S.No.	Item	Norms and standards
1 A	Number of Special Education Teachers for children with special Needs (a) For first class to fifth class	One Special Education Teacher for every ten pupils with disabilities enrolled

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Chapter 6 FINANCIAL RESOURCES OF BRANCH SCHOOL

6.1 The Branch School must have sufficient financial resources to guarantee its continued existence, to meet the running expenses of the school and to undertake improvement/development of school facilities and capacity building of teachers.

6.2 No part of income of the Branch School shall be diverted to any individual in the Trust/Society/Company/School Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, Depreciation and contingency funds, may be further utilized for promoting the school and extending the cause of education in the same school.

6.3 It shall be the responsibility of the Main School to maintain account of Branch School in a transparent and accountable manner based on accounting standards. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared and maintained as per extant laws/rules.

6.4 All the transactions should be made through digital mode.

6.5 The Branch School shall have separate account from the society and maintain the books of accounts independently.

6.6 It shall be the responsibility of the Main School to maintain a separate register for all loans taken by the Branch School or by the society/trust/company from banks etc. for the school, having complete details of the purpose, securities and terms of repayment etc. of the loan such secured. Main School will ensure that any such loan taken is only utilized for the purpose for which it is obtained.

6.7 The finance and Accounts of the Branch School shall be maintained by the Main School only.

6.8 The above clauses from 6.1 to 6.7 will be applicable on the financial management of the Branch School; however, no separate reserve fund is to be maintained for the Branch School.

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Appendix I

SCHEDULE OF FEE UNDER VARIOUS HEADS

SN	Fee Head	For Independent Schools		For Regular Schools	
		In India	Abroad	In India	Abroad
1	Branch School	50,000	2,00,000	45,000	1,00,000

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