

# **DOCUMENTS AND INFORMATION**

# AFFILIATION LETTER PART - 1



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
Central Board of Secondary Education



संबंधता - Online School Affiliation & Monitoring System R-2.0

As per new Affiliation Bye-Laws

Contact Us

Grant Letter for:-EX-01563-2021

NO : CBSE/AFF/330023 /EX-01563-2021/2020-21/

Dated: 03/10/2020

The Manager,  
HOLY CROSS SCHOOL  
DONAR DARBHANGA BIHAR  
BIHAR, DARBHANGA, 846004  
(M: 062222147)

Sub: Extension of General Affiliation up to Secondary/Senior Secondary Level - regarding  
Ref: Application No. EX-01563-2021

With reference to your application on the subject cited above; I am directed to convey the approval for Extension of General Affiliation as per details given below:-

Affiliation No : 330023  
Affiliated for : Senior Secondary  
Category : Extension of General Affiliation  
Period of Extension of : 01.04.2020 to 31.03.2025

In view of current COVID-19 pandemic which has most severely affected the normal functioning of schools in the country, however, the school is pursuing to provide extension of affiliation so as to avoid any difficulty for the purpose of admission /registration/ obtaining loan/renewal of various safety certificates from appropriate state authorities.

Therefore, the competent authority of the Board after due consideration has accorded approval for extension of Affiliation based on details/data submitted by school in online application for a further period of 5 years subject to fulfilment of following conditions:

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
  2. The School is required to apply online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws, 2018.
  3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer
  4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
  5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
  6. The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students. The school will ensure that Fire, Building, health and sanitation and safe drinking water certificates are renewed from time to time, as per norms.
  7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.
  8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
  9. The number of sections may be restricted as per the Appendix V of the Affiliation Bye-Laws of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of Affiliation Bye laws.
  10. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
  11. The school must strive to promote conservation of environment on their campus through rain water harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc
  12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: [www.cbse.nic.in](http://www.cbse.nic.in)
  13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
  14. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/up-gradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
  15. Running of coaching institutions in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
  16. The Manger and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
  17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per clause 12 of Affiliation Bye-laws-2018.
  18. The genuineness of information / documents / data submitted shall be of school and in case, if found otherwise the school shall invite action as per affiliation Bye laws-2018
  19. The school shall be responsible for submission of any pending compliance, reply of show case /legal notice/ complaint and for submission of date/information sought by the Board. The extension of 05 years shall be from the date of cessation of previous validity of extension of affiliation
  20. The school is required to remit pending fee, if any
- The extension of affiliation is being granted as one time measure. However, the cases where the Show Cause Notice was



# AFFILIATION LETTER PART - 2

22. The school shall renew all mandatory safety certificate i.e Safe Drinking Water & Health and Hygiene certificate, Fire Safety Certificate and Building Safety Certificate from concerned Govt authorities time to time  
The school shall also maintain record of certificate, compliances, data and other records/information and shall be fully responsible to produce all such records before Board and appropriate Government Authorities when asked for, failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board. The school shall also be liable for action by the appropriate Govt., in case of violation / non-compliance of the concerned Govt. norms
- 23.
24. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

Deputy Secretary/ Joint Secretary(Affiliation)

This is a computer-generated document. No signature is required.

# SOCIETY/TRUST CERTIFICATE

No. 1285 D/25-6-'48

## *Certificate of Registration of Societies*

ACT XXI OF 1860

No. 10 of 1948-1949

*I hereby certify that Memorandum of Association with a certified copy of Rules and Regulations of Bettiah Holy Cross Sisters Society has been filed in my office and the Society has this day been registered under the Societies' Regulation Act, XXI 1860.*

*Given under my hand at Patna this twentyfifth day of June  
One thousand nine hundred and fortyeight Memo of Fees Rs. 50/-  
( Rs. Fifty ) only.*

*Sd. :- P. Singh*  
25-6-48

*Assistant Registrar of Joint Stock Companies  
Bihar*

S. 23/6/48



# NO OBJECTION CERTIFICATE

बिहार सरकार  
शैक्षी, प्राथमिक एवं वयस्क शिक्षा विभाग

प्रेषक,

श्री सो० के० मिश्रा,  
निदेशक : माध्यमिक शिक्षा :- सह-  
निरीक्षक, आंग्ल भारतीय विद्यालय,  
बिहार, पटना ।

सेवा में,

सचिव,  
सेन्ट्रल बोर्ड ऑफ शैक्षी एजुकेशन,  
शिक्षण केन्द्र-2, कॉम्प्युनिटी सेन्टर,  
ब्रह्म प्रोत बिहार, विकास मार्ग,  
नयी दिल्ली - 110092

पटना, दिनांक-

विषय : होलो क्रॉस गलर्स हाई स्कूल, दोनार, दरभंगा को सेन्ट्रल बोर्ड  
ऑफ शैक्षी एजुकेशन, नयी दिल्ली से सम्बद्धता हेतु अनाश्रित  
प्रमाण-पत्र ।

महोदय,

उपर्युक्त विषय पर निदेशानुसार कहना है कि राज्य सरकार, शैक्षी  
प्राथमिक एवं वयस्क शिक्षा विभाग, बिहार को होलो क्रॉस गलर्स हाई स्कूल, दोनार,  
दरभंगा को सेन्ट्रल बोर्ड ऑफ शैक्षी एजुकेशन, नयी दिल्ली द्वारा मान्यता देने में  
कोई आश्रित नहीं है ।

2- इसको सूचना सम्बन्धित विद्यालय के प्राचार्य को दी जा रही  
है ।

विश्वनाथजी,

ह०/-

श्री सो० के० मिश्रा ।

निदेशक : माध्यमिक शिक्षा :- सह-  
निरीक्षक, आंग्ल भारतीय विद्यालय, बिहार, पटना

ज्ञातांक- 1161 / पटना, दिनांक 6.9.94

प्रतिलिपि - क्षेत्रीय उच्च शिक्षा निदेशक, दरभंगा प्रमण्डल, दरभंगा /  
जिला शिक्षा प्रदाधिकारी, दरभंगा / प्राचार्य, होलो क्रॉस गलर्स हाई स्कूल, दोनार  
दरभंगा को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।

श्री सो० के० मिश्रा 6/9

निदेशक : माध्यमिक शिक्षा :-  
सह-निरीक्षक, आंग्ल भारतीय विद्यालय,



# BUILDING SAFETY CERTIFICATE



Tell/Fax :- 06272-221218

**Darbhangha Nagar Nigam**  
**Darbhangha**

estd.-(1982)

Visit us at-www.darbhangha.biharurban.in

E-mail us-darbhangha.ulb@gmail.com

Letter no.-

Dated -

Office of the Engineer,  
Darbhanga Municipal Corporation, Darbhanga

Certified that the building of the Holy Cross School, Donar, Darbhanga is newly constructed under the guidance and supervision of expert civil engineer. The building is safe and sound for the purpose of school staff and learning students.

Sd.  
Signature

No. ....1603.... Date ...04.03.2020...

Copy to Principal, Holy Cross School, Donar, Darbhanga.



Rajan Vishwakarma  
04.03.2020

Signature

**Municipal Engineer**  
Municipal Corporation Darbhanga



# FIRE SAFETY CERTIFICATE

## FIRE SAFETY CERTIFICATE

No. 189.

Date 15.07.019

Certified That HOLY CROSS SCHOOL, DONAR. (Name of the building or Premises) at DONAR DARBHANGA. (Address) comprised of Ground floor easement (s) and 1st + 2nd floor (upper floors) owned occupied by HOLY CROSS SCHOOL, DONAR DARBHANGA. (name the institution) have complied with The fire prevention and fire safely requirements in accordance with ruler of state/ UT Fire service Rules, and verified by the officers concerned of Fire service (date of inspection) in the presence of ( Name and addresses of the Manger/Secretary or his representative) and that the building/ premises is fit for occupancy class I TO XII with effect from 10.07.019 For a period of ONE .. Years in accordance with rule and subject to compliance of the conditions.

Issued on 15.07.019 at DARBHANGA By

Strike out whichever is not applicable.

Signature with seal : [Signature]

Name CK. Dasgupta

Designation \_\_\_\_\_

To

Principal  
Holy Cross School.  
DONAR, DARBHANGA.

## ENDORSEMENT

The No Objection certificated issued by fire service stand cancelled an annulled due to

.....

..... ( reason to be recorded).

[Signature]  
15.07.019.  
अग्निशाम पदाधिकारी  
दरभंगा.



# WATER, HEALTH AND SANITATION CERTIFICATE

## SAFE DRINKING WATER AND SANITARY CONDITION

### CERTIFICATE

No. .... 114 .....

Date : .... 17/2/2020 .....

It is certified that an inspection team headed by... Vivek Kumar .....

ASSISTANT ENGINEER (Name of Officers with designation) from

.... P.H.E.D. .... (Name of Department/Office) inspected Holy Cross School

Darbhangha, Donar on ... 17.2.20 ..... And found that Holy Cross School Darbhanga,

Donar has safe drinking water facilities for the students and members of staff of the

institution and is maintaining the hygienic sanitation condition in the school building & the

campus as per the norms prescribed by the Central/State/Govt.

At Darbhanga  
Drinking water condition  
in school as per test de  
District water laboratory certificate  
may be issued, valid for one year only.  
17/2/20  
JE

Signature with Seal

:  
17.2.20  
Sub. Divisional Officer  
Public Health Engineering  
Darbhanga

Name

: Vivek Kumar

Designation

: Assistant Engineer.

To

Holy Cross School

Darbhangha, Donar (Bihar)



# DEO CERTIFICATE PART - 1

## APPENDIX-III

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DISTRICT EDUCATION OFFICER IN RESPECT OF SCHOOLS ALREADY AFFILIATED WITH THE BOARD AND SEEKING EXTENSION/UPGRADATION OF AFFILIATION WITH THE CENTRAL BOARD OF SECONDARY EDUCATION**  
(In accordance with School Safety Policy, 2016 issued by the NDMA, Manual on Safety and Security of Children in Schools developed by NCPCR and the National Building Code)

### PART-A

(This part is to be filled-up by the school and to be produced before the District Education Officer along with all supporting documents and certificates in original)

#### GENERAL INFORMATION

1	Affiliation Number allotted by CBSE to the school:	330023
2	Name of the School as per affiliation letter of CBSE:	HOLY CROSS SCHOOL
3	Address of the School:	DONAR, DARBHANGA
4	Standard/level/class up to which the school is running:	I TO XII
5	Is the name and address of school in CBSE affiliation letter and State NOC/Recognition/U-DISE same exactly the same	YES
6	U-DISE code allotted to the school:	10131901704
7	Name and address of the Trust/Society/ Company(under section-8) running the School as on date	BETIAH HOLY CROSS SISTERS SOCIETY, WEST CHAMPARAN, BETIAH – 845438, BIHAR
8	Is the Trust/Society/ Company duly registered with the competent registering authority and the registration is valid as on date?	YES
9	Purpose of present application:	EXTENSION
10	Location of school	In the Municipal Limits of city having population more than 15 Lakhs.

(Signature of Principal)

*Principal*

**HOLY CROSS SCHOOL**

**Donar, Darbhanga - 846004**

(Signature of District Education Officer)

*28.1.19*

**Darbhanga**



# DEO CERTIFICATE PART - 2

## APPENDIX-III

11	Has the school obtained Recognition Certificate from the State Government from class-1 to 8 <sup>th</sup> ?	YES
12	Number of Recognition Certificate from class-1 to 8 <sup>th</sup> and date of issue:	YES
13	Is the School affiliated to any other board besides CBSE for Class-X or XII examinations?	YES ( NIOS BOARD )
<b>INFORMATION REGARDING LAND DETAILS AND OWNERSHIP</b>		
14	Is the school situated on a single contiguous plot of land bounded on all sides by a Pucca Boundary Wall?	YES
15	Are both the School and the Play Ground situated in a single compound bounded by a single continuous Boundary Wall on all sides?	YES
16	Total area (in square meters) in respect of 13 and 14 above on which the school is situated:	14333 square meter
17	The land is in the possession of the school/ Trust/Society/Company legally by way of:	SOCIETY
18	Name of the Owner/Lessee of the land in respect of point-16 above:	BETTIAH HOLY CROSS SISTERS SOCIETY
19	In case the land is in the possession of the society/school by way of lease as per State Government norms, the period of the lease:	NO
20	Is any public road, canal or thorough-fare, HT line etc. passing through the land in respect of point-15 above?	NO
<b>INFORMATION REGARDING ESSENTIAL SAFETY REQUIREMENTS</b>		
21	Has the school been inspected by the Government engineer and the school building been found structurally safe for running a school?	YES
21(a)	If yes the date of last inspection:	17-05-2003
22	Has the school been inspected by the officer of Government Fire Department and the school building been declared safe for school from the point of view of fire safety?	YES
22(a)	If yes the date of last inspection:	05-02-2018
23	Has the school compound been checked by the public health department and the health and sanitary conditions been found to be satisfactory and the water has been found safe for drinking?	YES
23(a)	If yes the date of last inspection:	07-01-2019

(Signature of Principal)

**Principal**  
**HOLY CROSS SCHOOL**  
 Donar, Darbhanga - 846004

(Signature of D.E.O.)  
**District Education Officer**  
 Darbhanga



# DEO CERTIFICATE PART - 3

APPENDIX-III

INFORMATION REGARDING THE STAFF		
24	Does the school have well defined service rules and conditions for its employees as per prevalent norms of appropriate Government?	YES
25	Is the school paying salary to the teachers and other employees as per the norms of the appropriate Government?	YES
26	Is the salary to the teachers and other employees of the school being paid through the bank by mode of electronic clearing? (Payment by cheque or cash to the individuals is not allowed)	YES
27	Is the school paying EPF to the teachers and other employees as per the norms of the appropriate Government?	YES
<p><i>Manager</i> 28.1.19 <b>HOLY CROSS SCHOOL</b> Donar, Darbhanga-846004</p>		<p><i>Principal</i> 28.1.19 <b>HOLY CROSS SCHOOL</b> Donar, Darbhanga - 846004</p>
<p align="center"><b>PART-B</b></p> <p align="center">(This part is to be filled-up by the District Education Officer after verifying all supporting documents and certificates in original and visiting the school)</p>		
<p>File No..... Date of Issuance <u>28.01.2019</u></p>		
1	This is to certify that the information above, provided by the school has been verified on the basis of all supporting documents & certificates and visiting the school and the information has been found correct.	
2	Is the school recommended for extension/upgradation of affiliation?	<b>EXTENSION</b>
		<p><i>Manager</i> 28.1.19 Signature (Name and Stamp of Issuing DEO) <b>DISTRICT EDUCATION OFFICER/NAME OF DISTRICT</b></p>
		<p align="right">Counter Signature</p> <p align="right">(Name, Designation and Stamp) <b>DISTRICT COLLECTOR/DEPUTY COMMISSIONER</b> (or his authorised representative*) <b>NAME OF DISTRICT</b> (*Not Below the rank of a Group-A Gazetted Officer)</p>

*Principal*  
28.1.19  
(Signature of Principal)  
**HOLY CROSS SCHOOL**  
Donar, Darbhanga - 846004

*Manager*  
28.1.19  
(Signature of D.E.O.)  
**District Education Officer**  
Darbhanga