



**Details OF SCHOOL AFFILIATED TO**  
Central Board of Secondary Education

<b>Details Of The School Filled up AFFILIATION/OASIS</b>	
<b>Name of Institution</b>	SRI GURU HARGOBIND PUBLIC SCHOOL
<b>Affiliation Number</b>	1630743
<b>State</b>	PUNJAB
<b>District</b>	LUDHIANA
<b>Postal Address</b>	VILLAGE THAKKARWAL, P.O. LALTON KALAN, LUDHIANA.
<b>Pin Code</b>	142022
<b>Website</b>	
<b>Year of Foundation</b>	1991
<b>Date of First Opening of School</b>	01 Apr 1991
<b>Name of Principal/ Head of Institution</b>	Kiranjit Kaur
<b>Gender</b>	Female
<b>Principal's Educational/Professional Qualifications:</b>	MA, B.Ed
<b>No of Experience (in Years):</b>	
<b>Administrative:</b>	5
<b>Teaching:</b>	1
<b>Status of The School</b>	Senior Secondary Level
<b>Affiliation Period</b>	<b>From :</b> 01/04/2020 <b>To :</b> 31/03/2025
<b>Name of Trust/ Society/ Managing Committee</b>	Sri Guru Hargobind Educational Society

Phone: 011-22520242 (Technical Query)  
Fax: 011-22528257 (General Queries Reg. Affl.)  
Fax: 011-22540655 (Aff)



E-Mail: cbse.aff@nic.in  
Website: www.cbse.nic.in  
Affiliation Website: www.cbseaff.nic.in

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)  
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/Aff./1630743/EX-02247-1516/2015 / 895682

Dated: 02.06.2015  
07

The Manager,  
Sri Guru Hargobind Public School,  
Village Thakkarwal, P.O. Lalton Kalan,  
Ludhiana, Punjab-142022.

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2015 - reg.

Sir/Madam,

This is with reference to your online application dated 20.06.2014 on the subject cited above.

In this connection, I am directed to convey sanction of extension of provisional affiliation of the school with the Board for its **Secondary School Examination and Senior Secondary School Examination** for a further period of **Five years w.e.f. 01.04.2015 to 31.03.2020** subject to the fulfillment of the following conditions in addition to the general conditions intimated at the time of grant of provisional affiliation for secondary classes and senior secondary classes:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000/- per month subject to maximum of Rs. 50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board.(Amended Rule 15.11).
5. It is mandatory for every affiliated school to become a member in the local Sahodaya of CBSE schools.
6. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

Campus area	Enrolment	No. of Sections (pre-primary to X)	No. of Sections at Sr. Secondary (XI & XII)
(a) 1.0 acre	1250	02 in each class	04 in class XI and XII
(b) 1.5 acre	1875	03 in each class	04 in class XI and XII
(c) 2.0 acre	2500	04 in each class	04 in class XI and XII
(d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.			
(e) Schools running on less than 01 acre campus shall restrict number of students as follow:-			

Category	Area of land	No. of students
(i) Secondary School	2000 sq. mtrs	600 upto Class X
(ii) Sr. Secondary School with two streams	3000 sq. mtis	900 upto Class XII

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The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.

8. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.

9. **Other conditions are enclosed as per Annexure 'A'.**

10. **Special conditions to be complied within three months:-**

- a. Renewed Certificate from the concerned Govt. Authorities of the area relating to sanitary conditions of the school, availability of safe drinking water and fire safety arrangements of the school may be obtained and submitted at the earliest.
- b. The school is required to reconstitute the School Managing Committee as per the provisions of Affiliation Bye-Laws of the Board by including two teachers, parents and Board's nominees in it. In this regard a panel of five Principals (inclusive of at least 2-3 Principals from nearby JNV/KV) be forwarded.
- c. The school is required to maintain the reserve fund as per norms of the Board under clause xxiii of Affiliation Bye-laws of the Board.
- d. The School is having untrained teachers whereas the school is required to appoint only qualified and trained teaching staff as per norms of the Board. It has also been observed that the school is paying consolidated salary to some its staff whereas the teachers are required to be given prescribed pay scales alongwith DA and other admissible allowances at least at par with the State Govt. pay scales or 6<sup>th</sup> Pay Commission through ECS . A proof of pay scales disbursing in the school as per the concerned State Govt. notification be submitted in this regard. Besides, a copy of latest staff statement showing details of all the staff i.e. Name, Designation, DOB, Educational Qualification, Experience, Pay scales etc. and latest acquaintance roll showing details of salary being given to the staff, mode of payment of salary with proper deduction of EPF etc. be furnished after doing needful. The same can be checked and verified by the Board at any time.
- e. The Salary should be paid through Electronic Clearing Service (ECS) from the date of First appointment of the teachers on probation. Salary should be transferred in the individual accounts of the staff through ECS. A Certificate from the Banker to the effect that the salaries are credited in the personal accounts of the staff members through ECS with documentary proofs be submitted at the earliest.
- f. The School should have adequate infrastructure including building playground etc. as per Affiliation Bye-Laws of the Board.
- g. The school is required to submit latest year Income & Expenditure Statement as per norms of the Board.
- h. A documentary proof regarding implementation and regular deduction of EPF is required to be submitted alongwith latest Pay Bill and Bank Challan.
- i. The school is required to appoint more qualified and trained teachers to maintain section teacher ratio 1:1.5 at each level as per norms of the Board.

Yours faithfully,

  
ASSISTANT SECRETARY (AFF)

Encl: As above.



**Affiliation Automation and Monitoring System**  
**Central Board of Secondary Education**

**Grant Letter for--:SL-01855-1213**

Gram : CENBOSEC, Delhi – 92  
E-Mail: [cbseedi@nda.vsnl.net.in](mailto:cbseedi@nda.vsnl.net.in)  
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**CENTRAL BOARD OF SECONDARY EDUCATION**

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

**(AFFILIATION BRANCH)**

**“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092**

**SPEED POST**

No. CBSE/AFF/1630743/SL-01855-1213/2012/

Dated: 06/07/2012

The Manager,  
Sri Guru Hargobind Public School,  
Village Thakkarwal, P.O. Lalton Kalan,  
Ludhiana, Punjab-1420222.

**Sub: Fresh Composite Provisional Affiliation upto Senior Secondary level to the above said school under switched over category.**

Sir/Madam,

With reference to your online application dated- 30/06/2011 on the subject cited above, I am directed to convey the sanction for **Composite Provisional Affiliation for Secondary School Examination and Senior School Certificate Examination** of the Board for a period of **three years** w.e.f.01/04/2012 to 31/03/2015. The following subjects have been sanctioned to be introduced at Senior Secondary classes :-\

- (a) **Languages:- English (Core/ Elective), Hindi (Core/ Elective).**  
(b) **Elective Subjects: Mathematics, Informatics Practices, Economics, Business Studies, Accountancy, Sociology, Geography, History, Political Sciences, Physical Education.**

The above sanction is subject to fulfillment of following conditions:-

1. **“School will follow the syllabus on the basis of curriculum prescribed by NCERT for the middle classes”.**
2. The school will implement Continuous and Comprehensive Evaluation (CCE) as per the schemes of the Board upto Classes X.
3. As per the newly implemented CCE scheme vide Circular No. **39/20-09-2009 dated 20.09.2009**, the students of class X will appear in the Summative Assessment-II (SA-II) conducted at the school level only. However, those students of class X, who opt to move out of CBSE system in Class XI to any other Board, will exercise the option to appear in the SA-II conducted at the Board level. Both the students will get the same certificate issued by the Board at the end of class X.
4. The school will follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State Govt./UT.
5. The school will follow syllabi and courses as per scheme of studies prescribed by the Board for Secondary School Examination and Senior School Certificate Examination and changes made therein from time to time.”
6. It will provide facilities for adequate co-curricular and extra-curricular activities for the wholesome development of the students.
7. It will abide itself by the Affiliation Bye Laws of the Board and other rules and regulations prescribed by the Board

from time to time.

8. **It is case of switch over from State Board; the school is required to withdraw its affiliation from such Board as dual affiliation is not permissible. Also State Board classes IX and XI will not be continued w.e.f. 2012. However, for the Class X and XII Examination to be held in the year 2013, the school will sponsor its students for State Board only.**
9. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII :-

Contd.2/

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	<b>Campus area</b>	<b>Enrolment</b>	<b>No. of Sections (pre-primary to X)</b>	<b>No. of Sections at Sr. Secondary (XI &amp; XII)</b>
(a)	1.0 acre	1250	02 in each class	04 each in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 each in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 each in class XI and XII

(c) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above

10. The School will not sponsor candidates for Board's examination of any other School/Branch, which is not affiliated.
11. **The school shall sponsor regularly its bonafide and eligible students in Board's class X and XII Examination from the year mentioned above without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates. Failure to do so will lead to *suo moto* withdrawal of the affiliation of the school for secondary Examination granted by the Board.**
12. **The school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.**
13. **Service conditions, pay and allowances and other benefits to the employees of the school shall be at least at par with that of corresponding categories of employees working in Government Schools of the State in which the school is located. An undertaking to this effect be sent to C.B.S.E.**
14. Service agreement be executed with the staff as per norms generally accepted by the State Government concerned.
15. The school will help the Board in the smooth conduct of the examination by providing the necessary accommodations i.e. Rooms, Halls, etc. available in the school premises and furniture at its disposal for holding its examinations free of charges if required.
16. The school will spare sufficient teachers, for invigilation purpose at the examinations of the Board, as may be required.
17. The school will spare its teachers for evaluation of answer-books for the Board's examinations, if required.
18. The school will provide Laboratories, Library and other facilities as per norms of the Board.
19. The school will abide itself by the conditions of affiliation already prescribed by the State Government concerned.
20. **The school should have at least one adequately equipped computer lab with a minimum of 10 computers or computer student ratio of 1:20 and proper software alongwith facility of Broad Band Connectivity with the feature of 'internet always on' from any service provider.**
21. **The school shall promote inclusion of student with disabilities/special needs in the normal school as per provisions of the 'persons with disabilities act -1995'.**
22. The school and its records shall be opened for inspection by an officer/official of the Board or an authorized representative of the Board/State Educational Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.
23. The rate of tuition fee and other fees charged should be commensurate with the facilities provided.
24. The admission to the school shall be opened to all without any discrimination on the ground of religion, cast or race, place of birth or any of them.

25. No unrecognized classes shall run within the premises of the school or outside in the same name of school.
26. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
27. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared in the name of school, as per rules. A copy each of the Statements of Accounts should be sent to the Board every year.
28. The affiliation Code Number allotted to your school is **1630743**. This may please be noted and quoted for any correspondence with the Board.

**Contd.3/**

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29. The school will create Reserve Fund as per the requirement of the Affiliation Bye Laws.
30. **Annual fee of Rs. 4500/- @ Rs.1500/- per annum** for three years (**01.04.2012 to 31.03.2015**) be also remitted at an early date. (In case of overseas Independent school @ Rs. 5000/- p.a. and overseas Kendriya Vidyalayas @ Rs. 3500/- p.a.)
31. The school will apply for further Extension of Provisional Affiliation 'on online' through [www.cbseaff.nic.in](http://www.cbseaff.nic.in) with the prescribed fee of **Rs. 25,000/-** and other essential documents before 30<sup>th</sup> June of the preceding year before the expiry of the date of provisional affiliation.
32. The school will open CBSE pattern classes IX and XI **w.e.f. 1.4.2012**. Accordingly, 1<sup>st</sup> Batch of class X and XII of the school will be appeared at the Board's Examination to be held in the year **2014**.
33. School will provide physical facilities as per norms of the Board. The facilities reported at the time of last inspection are as given under:-

(i)	<b>Area of school campus</b>	-	<b>8093.71 sq. mtrs.</b>
(ii)	<b>Total built up area</b>	-	<b>Not Mentioned.</b>
(iii)	<b>Area of play ground</b>	-	<b>2600 sq.mtrs.</b>
(iv)	<b>No. of class rooms</b>	-	<b>27 (15.6x20.3)</b>
(v)	<b>No. of labs:-</b>		
	<b>Composite Science lab</b>	-	<b>01 (30x20)</b>
	<b>Computer Science lab</b>	-	<b>01 (30X20)</b>
	<b>Maths</b>	-	<b>01 Not Mentioned.</b>
	<b>Other rooms</b>	-	<b>09 (20x15)</b>

**Size and number of books in the Library - Size (31x31), No. of Books-3964.**

34. **Other conditions are as per Annexure 'A' enclosed.**
35. **Special conditions to be complied within three months:-**

- a) **The school is required to pay salary, DA and other allowances to the staff on the prescribed pay scales atleast at par with the salary of corresponding category of employees working in State Government schools.**
- b) **The school is required to inform the built-up area & Maths Lab area.**

**Yours faithfully,**

**DEPUTYSECRETARY (AFF)**