Standard Operating Procedure and Checklist

Name of Department	Education Department

1. Standard Operating Procedure forApplicant

Application for	NoC for CBSE Affiliation
Mandatory supporting documents required	1. Self- Declaration (format available for Download) 2. Registration certificate 3. Bank Guarantee/ Security Deposit Certificate 4. Land Document 5. Recognition Certificate (if Available)
Process description	➤ **Step 1:** Submission of online application along with supporting documents. ➤ **Step 2:**Review of application by District School Education Officer (DSEO) ➤ **Step 3:** Review of application by Director, SEL and forwarded to DSEO for Conduction Inspection ➤ **Step 3:** Inspection by DSEO ➤ **Step 3:**Review of Inspection report by Director School Education and Literacy ➤ **Step 4:**Recommendation/ Regret of application for CBSE affiliation by Director, Meghalaya Board of School Education (MBOSE) ➤ **Step 5:**Issuance of NoC for CBSE affiliation is issued by Director, School Education and Literacy **Afterwards the applicant can Submit the application for affiliation to CBSE on http://cbseaff.nic.in/cbse_aff/Form/landing.aspx**
Procedure for Fees payment	No fees
List of Reference Documents	CBSE Affiliation Bye-laws
Timeline for completing the process	N. A
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Online Application >District School Education Officer (DSEO) >Director School Education and Literacy>DSEO>Director School Education and Literacy>Director Meghalaya Board of School Education (MBOSE)>Director School Education and Literacy issues NoC for CBSE affiliation