



केन्द्रीय माध्यमिक शिक्षा बोर्ड (क्षेत्रीय कार्यालय)  
(पानवट्ट संगठन शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

**CENTRAL BOARD OF SECONDARY EDUCATION (REGIONAL OFFICE)**  
(An autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)

दूसरी मंजिल, ब्लॉक - B, जीवन-बीमा निगम मंडल कार्यालय परिसर, पट्टम, तिरुवनन्तपुरम - 695 004, केरल.  
2<sup>nd</sup> Floor, Block-B, LIC Divisional Office Campus, Pattom, Thiruvananthapuram - 695 004, Kerala.  
ई-मेल/E.mail Id: rotrivandrum.cbse@nic.in, Website: http://cbse.nic.in, फोन/Phone: 0471 2534404, फैक्स/Fax: 0471-2534406

दिनांक :  
Date .....

12/06/2014

पत्रांक :  
No. :

CBSE/RO(TVPM)/NEWSCH/42652/2014/5836

The Manager  
Villa Nazareth English Medium School  
Calasanz Nagar, Palaikonam  
Aryanand, Thiruvananthapuram  
Kerala-695542

Sub: Allotment of School No. for Fresh Affiliated Schools - reg.  
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Sir/Madam,

This has reference to the letter no. CBSE/Aff/SL-01514-1415/931167/719560 dated 02.06.2014 issued by Assistant Secretary(Aff), CBSE, Delhi, conveying sanction of Affiliation up to Secondary Level to your school. In this regard, I am to inform you that the School No. 42652 has been allotted to your school. Please take a note of this information for future correspondence with this office.

You are also requested to note the following for your information and necessary action:-

- (1) For all circular and routine information, you may frequently visit Board's official website [www.cbse.nic.in](http://www.cbse.nic.in).
- (2) Various Board's publication/Text Books, Examination/Affiliation Bye-Laws are available in this office. You may purchase the same by remitting the publication amount by way of cash/ Demand Draft in favor of 'Secretary, CBSE', payable at 'Thiruvananthapuram'. Publication can also be obtained by post by remitting an additional postal charges/packing charges.
- (3) Independent/Private Schools require to remit mandatory Annual Sports Fee of Rs. 10,000/- (Rupees Ten Thousand only) by way of Demand Draft favoring 'Secretary, CBSE', payable at 'Thiruvananthapuram'.
- (4) Format for School Transfer Certificate (T.C) is enclosed herewith. You are required to print Transfer Certificate(s) only as per the format given. School No., Affiliation No. and Address of the School Should be printed on the Transfer Certificates. Transfer Certificates are to be issued to student(s) at the time of leaving the school. Countersignature of the Board's Officer on Transfer Certificate(s) in necessary. For this purpose, you may send T.Cs with self addressed envelope affixing proper postal stamps to return the same by Speed Post.
- (5) Enclosed Performa for school details be filled and forwarded within one month. At the time of changes, the same be filled once again and forwarded to this office through speed post, by email also to Regional Officer email.

Yours faithfully  
  
(Mahesh D. Dharmadhikari)  
Jt. Secretary & Regional Officer

The Principal  
Villa Nazareth Eng. Med. Shool (CBSE)  
Calasanz Nagar, Palaikonam  
Aryanad - 695 542

The Manager  
Villa Nazareth Eng. Med. School (CBSE)  
Calasanz Nagar, Palaikonam  
Aryanad - 695 542

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