

2. The Inspection Committee is requested to verify the 'Original land documents of the school and match its location with the address of the school mentioned in NOC and specifically report that the school is running from the same site as mentioned in the land documents and NOC. Also area of campus may be verified and see that the same in order and school land is in a Single Compact Plot. If the school land is not in a single plot, area of different plots and distance between plots may clearly be given in the report.
3. Whether the school has started classes under CBSE pattern particularly class IX without prior permission and clearly mention the findings in the report.
4. Besides thorough inspection of the school, the Inspection Committee is requested to verify the compliance of deficiencies enclosed at Annexure - A.

The school may, therefore, be inspected comprehensively and most objectively. A copy of the application for affiliation sent to the Board by the school along with relevant records and further correspondence made with the Board in this regard may please be seen from the school file.

I hope, it will be possible for you to accept the assignment. You are, therefore, requested to fix up the date and time for the inspection of the school in consultation with other member of the Committee and intimate the same to the school authorities and the Board. The school authorities may preferably be given 2 weeks time to prepare for the inspection. It may, however, be ensured that the date/time fixed for inspection of the school is invariably done during functioning of the school.

In case due to some unavoidable circumstances, you are not in a position to accept this assignment, you are requested to inform the Board by the return of post so that necessary alternative arrangements may be made.

Honorarium, conveyance and night halt charges for the inspection of schools shall be permissible as under:

1. Honorarium of @ Rs. 2,000/- per inspector, TA/DA as per the norms and entitlement of Government of India with following proviso.
 - (a) The entitlement for inspectors working in un-aided private schools/institutions shall be restricted at par with the entitlement of principals working in Government Sr. Secondary schools.
 - (b) The inspectors entitled to travel by Air may perform journey by Air only for place which are more than 500 kms.
 - (c) The Hotel reimbursement as per Government of India rates subject to maximum of Rs. 3,000/- per night. This reimbursement shall be payable for maximum of 02 days including the date of inspection and on production of appropriate bill duly verified by the Inspector.
2. Local conveyance at par with the rates approved by the Govt. of India subject to maximum of Rs. 1,000/- per day subject to production of original bill. The local conveyance shall be payable up to a maximum of 02 days including the date of inspection.
3. The above facility shall be available only on the certificate to be given by the Inspector to the effect that no facility on account of TA/DA, Conveyance, and Boarding Lodging has been taken from the concerned school. The code of ethics to be observed are enclosed.

The Inspection Committee is requested to perform journey by train in the entitled class wherever the stations are connected by Rail and in case of journey is performed by road T.A. will be restricted to entitled class. Travel by Air is not permissible without prior permission and expenditure on Air journey without prior permission will not be reimbursed.

The Inspection Report duly signed by the Convener and the Member covering each point of the Affiliation Bye-Laws and your recommendations and conditions to be fulfilled by the school, if any, may please be sent on the Inspection Report Performa (copy enclosed) within the stipulated period. One set of all the relevant documents that the school supplied at the time of inspection may also be enclosed with the Report. Honorarium bill /TA /DA bill may also please be sent along with the Report. In case, you feel that the school does not fulfill any of the essential conditions as per the Affiliation Bye-Laws of the Board and the changing requirements of the students and the staff, a brief summary with your comments may please be sent. **It may be noted that report of single member will not be accepted.**

(All documents submitted with Inspection Report must be attested by the Manager & the Principal along with seal of the school/society).

Contd.....3/-