

## APPLICATION FOR INTRODUCTION OF ADDITIONAL SUBJECT (S)

The secretary.

Central Board of Secondary Education,  
Shiksha Kendra, 2- Community Centre,  
Preet Vihar Delhi-110092

Sub :- Request for introduction of additional subject (s) from.....  
session in class.....

Sir

**Approval for teaching of the following additional subject (s) with effect from.....is requested :**

Subjects : (i) ..... (ii) .....  
(iii) ..... (iv) .....

Information in respect of facilities available/proposed to be made available for the teaching of additional subject is attached on following points :

- (a) Additional accommodation for teaching the subject (if the subject needs a separate room).
- (b) Particulars of teacher(s) to teach the subject (s) (Give details of academic qualifications etc on the prescribed proforma).
- (c) Apparatus and equipment provided for teaching the subject (s) and amount spent (Attach separate lists of articles and apparatus etc. with cost for each subject, if applicable)
- (d) Amount proposed to be spent on the equipments and accessories required for introduction of the new subject (s) in the next year.....
- (e) Particulars of library book added/proposed to be added on the subject (s) in the current financial year.
- (f) Dimensions of the laboratory if the subject involves practical work.
- (g) Any other relevant information .....

Countersigned :

Yours faithfully,

Education Officer/President/  
Manager/Secretary/Chairman  
of Trust/Society.  
Name.....

PRINCIPAL

Name.....

Notes :

1. Every application must be accompanied with the prescribed fee for each additional subject proposed to be introduced. The amount be remitted through a crossed Demand Draft payable to the Secretary, Central Board of Secondary Education, New Delhi or in cash. The details of fees are as under.

i) Independent Schools with in the country.	Rs. 1000/-
ii) Govt./aided/KVS/JNV'S	Rs. 700/-
iii) Overseas independent Schools	Rs. 2000/-
2. Application for introduction of additional subject (s) should reach the Board's office not later than 30th June of the year preceding in which the subject is proposed to be introduced.