

NO : CBSE/130437/CN-00140-2526/2025-26/

Dated: 10/09/2024

**The Manager,  
ORCHIDS THE SCHOOL  
MACHA BOLARUM,ALWAL MUNICIPALITY  
TELANGANA,RANGAREDDY, 500010  
(M: 040-27866699)**

**SUBJECT:REQUEST FOR CHANGE OF NAME OF THE SCHOOL FROM KOTWAL SCHOOL  
TO ORCHIDS THE SCHOOL REG.**

Sir/Madam,

This is with reference to school application No.-CN-00140-2526 dt. on the subject cited above.

In this connection, I am directed to convey approval of the Board for change in schools name as per the details mentioned below on the basis of permission granted by the State Education Department and supporting documents submitted by the school.

Category	From	To
Change of name of school	KOTWAL SCHOOL	ORCHIDS THE SCHOOL

Sl. No.	GENERAL CONDITIONS
2.	Compliance of the points no. 1 to 6 may be submitted within 03 months on the SARAS Portal, failing which due action will be taken.
Sl. No.	CONDITIONS FOR COMPLIANCE
1	School has submitted land certificate issued dated 11.06.2024, however the land is in the old name of the school instead of new name. Therefore, school is directed to submit/upload land certificate in new name of the school.
2	The school will not run any branch or part of school with old name and will not use its old name in any manner in future.
3	The liability of the school, whatever before name change, will be the liability of the school for all purposes, after change of name.
4	The CBSE shall not be responsible for any dispute arising out of change of name of school.
5	The school is required to acquire all the essential certificate in the new name of the school.
6	The school is also required to update its website in the new name change the name of the school on its school website.

The above approval will be subjected to following conditions:-

1. The approval is based upon the documents /data/information uploaded by the school online. The school will be responsible for its genuineness. In case of any discrepancies, necessary action will be initiated against the school as per Affiliation Bye -Laws-2018.
2. The school is required to renew Building Safety and Fire Safety certificates on regular basis.
3. The school will not run any branch or part of school with old school name and will not use its old school name in any manner in future.
4. In case of land documents are presently in the old name of school, the school will be required to submit revised land documents in favor of revised name of school/society/trust/company within one month.

5. The approval is subject to final outcome of pending legal case/ litigation and any other issues arising out of change of name of school and Board shall not be responsible for any dispute/legal issue arising out of change of name of school.
6. The Board reserves the right to conduct inspection of school as per clause 11.2 and 11.4 of Affiliation Bye Laws.

The school should change all the records and letter heads accordingly. All concerned are requested to note above accordingly.

**“The school shall possess valid Fire Safety certificate, Building safety certificate and Water and Sanitation Certificate alongwith other essential documents during functioning of the school which shall be renewed from time to time as per norms”.**

**DEPUTY SECRETARY/JOINT SECRETARY (AFF.)**