

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

No. 877 / (CO-ORDINATION)/ Dt. 18.6.25

THE GENERAL & STEP BY STEP INSTRUCTION FOR FILLING UP OF APPLICATION FORMS FOR FRESH/ RENEWAL OF RECOGNITION OF SCHOOLS

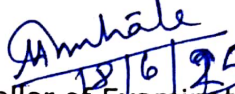
1. Online applications in the prescribed form are invited for Fresh/ Renewal Recognition for the session 2024-25 & 2025-26 simultaneously.
2. Schools applying for Fresh/ Renewal of Recognition shall have to click on the link given in Board's website www.bseodisha.ac.in.
3. School login page will be displayed where the school has to login for fresh or renewal of recognition. Schools applying for fresh shall have to click "Register for Fresh Recognition" shown in sky blue color at right hand bottom. Thereafter one temporary registration number will appear in the screen for example: "temp_0001". Then the School has to create password and enter the school name. In order to login, for Fresh Recognition, school has to enter username as temporary registration no and password that has been created.

The schools applying for grant of renewal of recognition have to enter user name which is their School Code and Password which already exist with them.

4. After logging in for Fresh Recognition two academic session will be shown i.e. 2024-25 & 2025-26. You have choose whichever is appropriate for the school.
5. On top of the Dashboard the following sections will be displayed for both Fresh & Renewal of Recognition:
 - a. School profile
 - b. School Management
 - c. Land/ Building Details
 - d. Employee Details
 - e. Infrastructure and other Details
 - f. Upload Documents
 - g. Payment
 - h. Final Print
 - i. Logout
6. The Login authority will fill up all the sections one by one before going for payment.
7. After payment is made, the print copy of the application submitted can be taken out for preservation.
8. All the submitted applications under different category will be shown to the concerned District Education Officer who after verification with remarks have to submit the application within the stipulated time period notified.



9. Similarly after submission at the level of District Education Officers, the application will be transferred to the concerned Deputy Secretary of zonal offices who have to scrutinize & verify the forms in detail and offer their views. After final submission at the level of Dy Secy Zonal Offices, the applications will come to the Head Office which will be finally scrutinized by the R & G Sub Committee and shall be placed before the R & G Committee for final decision.


18/6/25
Controller of Examinations,
BSE, Odisha, Cuttack