केन्द्रीय माध्यमिक शिक्षा बोर्ड
क्षेत्रीय कार्यालय - देहरादून (उत्तराखण्ड)
(शिक्षा मंत्रालय, भारत सरकार)
Central Board of Secondary Education
Regional Office - Dehradun (Uttarakhand)
(Ministry of Education, Govt. of India)

F: CBSE/RO/DDN/EXAM-X/2025/SCH-80206

Dt. 06/10/2025

The Principal (80206)
Hill Green Public School
Ambiwala, Premnagar,
Dehradun, Uttarakhand - 248807

SUB: General Affiliation up to Senior Secondary Level- Reg.

Sir / Madam,

This has reference to CBSE HQs letter no **CBSE/3530712/SS-00073-2627/2026-27 dated 10.07.2025** whereby, Fresh Affiliation for **Senior Secondary School Examination** of the Board for a period of **five years w.e.f. 01.04.2026 to 31.03.2031** has been granted to your school with Affiliation No. **3530712** and **School No. 80206** for future correspondence and control.

While complimenting the school for its Affiliation with the Board for Secondary level, this office welcomes your school as a member of CBSE family to take responsibility for establishing itself as an ideal abode of education to serve the Society/Nation. Being a CBSE affiliate, it becomes imperative on the part of school to follow the provisions contained in the CBSE Affiliation and Examination Bye-laws, including instructions issued by the Board from time to time and also to motivate / encourage, the teachers and other staff to study the Bye-laws, Rules, Provisions and Syllabus/Curriculum and ensure participation in various other activities being undertaken by the Board. The school needs to fulfill all the conditions given in the affiliation grant letter including the following:-

1. The Board has also decided to prepare a unique email id for each affiliated school. This email id is linked to the new school number / code assigned by the CBSE. School Number / Code given above is five digit number allotted to the school. New email ID will be - 80206@cbseshiksha.in. For further details Board HQs letter no. CBSE/CE/ROs/2020 dt. 04/02/2020 may be referred please.

2. Admission to the school / examination is to be restricted as per Rule 6.1 and Rule 12 (i, ii, & iii) of Examination Bye-laws. While granting admission, required documentation and procedure prescribed by the Board must be adhered to, and special care be taken about eligibility in terms of age factor. The admission be granted only after ascertaining the age related eligibility criteria. The school shall ensure to properly keep the **School Records i.e. Admission Form, Transfer Certificate and Admission Withdrawal Register** to maintain complete record(s) of the students, for which **sample formats are enclosed** here with, in order to ensure uniformity of the documents among all the schools of the Region/CBSE. Correctness of the particulars of the student viz. Candidate Name, Mother's Name, Father's Name, DoB, etc. be ensured during admission, strictly on the basis of viable documentary records viz. Service Record of Parents, Aadhaar, Voter ID, Passport, Date of Birth Certificate, previous School Records of candidates, wherever applicable, so as to avoid post-result corrections and problem to the students.

Contd...2/-

FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और संबद्ध कागजातों की जाँच कर ली है।
   Certified that I have checked the application form and the relevant papers are found in order.

प्रवेश प्रभारी / Admission Incharge

2. संबद्ध कागजातों के निरीक्षणोपरान्त एवम् शुल्क प्राप्तोपरान्त कृपया कक्षा..... वर्ग..... में प्रवेश दें।
   Please admit to Class.....Section..... after checking the relevant papers and realise the dues.

तिथि / Date:..... प्राचार्य / PRINCIPAL

Admitted to Class.....Section.....Fee Receipt No.....
Dated..... Issued.

Details of amount received:

Admission Fee	.....
Tution Fee	.....
Any other fee	.....
Computer Fee	.....
TOTAL	.....

कक्षा उपस्थिति पंजिका मे नाम दर्ज किया गया।
Name has been entered in the Class Attendance Register: (✓) Yes ☐ No ☐

प्रमाणित किया जाता है कि समस्त प्रवृष्टियाँ छात्र पंजिका मे दर्ज की गई एवं शुल्क का भुगतान इस कार्यालय द्वारा प्राप्त किया गया।
Certified that all the entries have been made in the Scholar's Register and the dues have been received.

विद्यार्थी की छात्र पजीयन संख्या (ए०डब्लू०आर०) /
Registration No. of the student in Admission Withdrawal Register is.....Vol.....

तिथि / Date:..... कार्यालय अधीक्षक / Office Suptd.

बोर्ड द्वारा निर्धारित मानकों के अनुसार छात्र के आवेदन को प्रवेष हेतु स्वीकार करते हुए अनुमोदित किया जाता है।
Admission considered by the school is in accordance with the provisions of the Board & approved.

तिथि / Date:.....

हस्ताक्षर प्राचार्य / कार्यालय की मोहर
Sign. of Principal/Official Seal

FORMAT

Name of the School:-.....Affiliation No.....School Code.....

ADMISSION-WITHDRAWAL REGISTER

क्र सं SN	प्रवेश तिथि Date of Admission	नाम Name of student with Aadhar No. (optional)	माता का नाम Mother's Name with Aadhar No. (optional)	पिता का नाम तथा व्यवसाय Father's Name & Occupation with Aadhar No. (optional)	पता Address			अभिभावक (यदि कोई) का नाम व्यवसाय तथा पता Name and Address of Guardian (if any) with Occupation	अनु जा / अनु ज जा / अ पि जा / सामान्य SC/ST/ OBC/ General	कक्षा Class	जन्म तिथि / जन्मतिथि पुष्टि प्रपत्र संख्या व दिनांक Date of Birth / DOB Supporting Documents with No. & Date	विशेष श्रेणी का छात्र (दिव्यांग) Special Category of Child (Disabled)	विद्यालय जिससे विद्यार्थी आया है। Name of the School from where the student has come	कक्षा जिसमें वह पहले पढ़ता था। Class in which previously Studied	तिथि व संख्या स्थानान्तरण प्रपत्र की No. & date of Transfer Certificate issued	चरित्र Conduct	प्राप्तकर्ता के हस्ताक्षर Signature of Recipient	प्रधानाचार्य का हस्ताक्षर Signature of Principal	टिप्पणी Remarks
					स्थायी Permanent	कार्यालय Office	स्थानीय Residential												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

HERE NAME OF THE INSTITUTION MAY BE GOT PRINTED WITH COMPLETE ADDRESS

Format

स्थानान्तरण प्रमाण–पत्र/TRANSFER CERTIFICATE

विद्यालय सं./School No.:.....पुस्तक नं0/Book No.:.....क्र0सं0/S.R.No:.....प्रवेश सं0/Admission No:.....
Affiliation No.:.....Renewed upto..... Status of school : Secondary/Sr. Secondary
Registration No. of the candidate (in case Class-IX to XII) :.....

1. विद्यार्थी का नाम/Name of the Pupil:.....
   आधार कार्ड नं0/Adhar Card No.*(optional)*.....
2. माता का नाम/Mother's Name: .....
   आधार कार्ड नं0/Adhar Card No.*(optional)* .....
3. पिता का नाम/Father's Name: .....
   आधार कार्ड नं0/Adhar Card No.*(optional)* .....
4. राष्ट्रीयता/Nationality:.....
5. क्या अनु0जाति/ज0जा0/पिछडा वर्ग से सम्बन्धित है:
   Whether the pupil belongs to SC/ST/OBC Category : .....
6. प्रवेश पुस्तिका के अनुसार जन्मतिथि/Date of birth according to the Admission Register (अंकोंमें/in figure).....
   (शब्दो मे/Inwords).....
7. क्या विद्यार्थी का परीक्षा परिणाम अनुत्तीर्ण है ?:
   Whether the student is failed :.....
8. प्रस्तावित विषय/Subject(s) offered:.....
9. पिछली कक्षा जिसमे विद्यार्थी अध्ययनर तथा.....
   which the pupil last studied ..... Class in
10. पिछले विद्यालय/बोर्ड परीक्षा एवं परिणाम/School/Board Annual examination last taken withresult:.....
11. क्या उच्च कक्षा मे पदोन्नत का अधिकारी है :
    Whether qualified for promotion to the next higher class: .....
12. क्या विद्यार्थी ने विद्यालय की सभी देय राषि का भुगतान कर दिया है :
    Whether the pupil has paid all dues to the Vidyalaya :.....
13. क्या विद्यार्थी को कोई शुल्क रियायत प्रदान की गई थी, यदि हाँ, तो उसकी प्रकृति :
    Whether the pupil was in receipt of any fee concession, if so the nature of such concession:.....
14. क्या विद्यार्थी एन0सी0सी0 कैडेट/स्काउट है? विवरण दें:
    Whether the pupil is NCC Cadet/Boy Scout/Girl Guide (give details):.....
15. विद्यालय से विद्यार्थी के नाम का जाने की तिथि :
    Date on which pupils' name was struck off from the rolls of the Vidyalaya.....
16. विद्यालय छोडने का कारण/Reason for leaving the Vidyalaya: .....
17. अंतिम तिथि तक उपस्थितियों की कुल सख्या/Total number of attendance till last date:.....
18. सामान्य आचरण/Generalconduct:.....
19. कोई अन्य टिप्पणी/Any other remarks: .....
20. प्रमाण–पत्र जारी करने की तिथि/Date of issue of certificate:.....

तैयारकर्ता/Prepared by (Name & Designation)	जाँचकर्ता/Checked by (Name & Designation)	ह0 प्राचार्य/कार्यालय मोहर Sign. ofPrincipalwithOfficialSeal

नोट:– यदि यह स्थानान्तरण पत्र इंचार्ज द्वारा हस्ताक्षरित हो तो प्रबन्धक/अध्यक्ष विद्यालय प्रबन्धन समिति द्वारा प्रतिहस्ताक्षरित अवश्य करायें।
Note:- If, this T.C. is issued by the officiating/Incharge Principal, in variably countersigned by the Manager.

Besides, the Board has been taking various initiatives to strengthen the CBSE affiliates. For ease and convenience of the functionaries of newly affiliated institutions, the Board has prepared a presentation on Self Learning Material containing useful information required by new schools, which is available on Board's website. The Board has also introduced – **Handbook for Principals; Handbook for Teachers; Handbook for Students and Handbook on Cyber Safety** which are being forwarded with this letter for information and reference of the school. **The school is requested to study the Self – Learning Material (SLM) developed by the Board for newly affiliated schools, as per Circular No. Acad. 35/2020. Also for maintaining of academic standards of the school & implementation of Policy/Rules/SOP's accordingly, the school is requested to ensure expediting the action as per Circulars No. 07/2023, 39/2023, 09/2023, 11/2023, 14/2023, 10/2023, 12/2023 issued by HQ and this office letter No. CBSE/RO/DDN/PA-RO/2023 dated 05.04.2019, 08.04.2019 and 18.07.2019.**

Additional the number of sections and students in each section must strictly be governed as per instructions issued by CBSE HQ Affiliation unit vide Circular CBSE/AFF./Circular/135755/2024/310 dated 31.05.2024.

Each correspondence to the Board should have a covering letter bearing the Affiliation No., School No., Mobile/Phone No., email.id, seal and signature of the Principal of the school and must be complete in all respect. This helps the Board to promptly communicate with school/disposal of cases as per requirement and improve efficiency. In order to improve efficiency, speedy disposal of communication, now onwards, the schools under the jurisdiction of this Regional Office will send their requests in electronic mode through **e-HARKARA.** The link for **e-HARKARA** is available at CBSE website. This Portal works at 2 stages, first at school level and second at department level. **Steps involved in using e-HARKARA have already been sent to all schools. It is Rapid Communication System for schools** (to enable a paperless functioning through online scanning, registering and routing the correspondences along with creation of file, referencing, correspondence attachment, approvals and finally movement and tracking of files as well as receipts). **Original/manual documents may be sent only if necessary and desired by this office.**

Please ensure that the **Rules / Guidelines / Bye-Laws of the Board including FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATION dated 01.09.2020 (SOPs)** are carefully studied / followed and be taken care of before making any correspondence to this office or sending case / communication, SOP must be taken care of in reference to implementation of system / procedures / rules.

In case of any difficulty/queries, following contact details of the office are for information and any assistance etc. :-

Officer with Designation & Branch	Telephone No.	Email address
O/o the Regional Officer	0135 - 2757744 + Ext- 201	roddn.cbse@nic.in
Deputy Secretary	EPABX No. + Ext- 203	
Assistant Secretary	EPABX No. + Ext- 208	
Accounts & Finance Section	EPABX No. + Ext-101	roddn.cbse@nic.in
Computer / IT Cell – For all technical queries.	EPABX No. + Ext- 205 Helpline No- 7579214383	
Confidential Unit (CNS, HE, Examiners, Practical Examiners/ Evaluation)	EPABX No. + Ext-301 Helpline No- 7310704042	
EPABX numbers of Regional Office - Dehradun	**0135-2757744, 2757766, 2753248, 2753250, 2753249** **Ext. Numbers –** M&M – 108, R&I – 109, Computer – 205, Accounts – 101, Stores & Purchases – 106, Exam X – 103, Exam XII – 102, Confidential – 301, O/o RO – 204, Admn & Legal – 206	

With best wishes !

Yours faithfully,

(Manoj Kumar Gupta)
Regional Officer

Encls.: As above.

Transfer Certificates issued etc. as may be directed by the Board from time to time. The website so created should also have information with regard to fees charged, faculties available with the school and all information about the school campus. Further, the school may ensure uploading of TC issued status on School (s) Website for needful as per rules.

14. The school is required to follow the safety guidelines as issued by the Board vide Affiliation Circular No. 05/2018 dated 27/03/2018 captioned 'Safety of Children in schools' and shall ensure absolute safety of the children in school premises and transit thru school transport system, if any.
15. It is necessary for every affiliated school to become a member in the local Sahodaya of CBSE schools and ensure participation in activities being carried out by the Sahodaya School Complex in the academic development of the school. The school needs to maintain Healthy relationship with the stakeholders, follow the rules/regulations as prescribed.
16. School must nominate its teachers for CBPs/Training/Workshops conducted by the Board from time to time and ensure relieving for participation as per schedule / directions.
17. Infrastructure and facilities in the Laboratories and Library & Sports: - All affiliated schools may review about the availability of infrastructure. In case, there is any short fall in present available facilities, the same may be updated with all parameters and required material, the brief of the categorical items are given hereunder for information and implementation mandatorily: -
    a. **Laboratories** :- Laboratories aim to create opportunities to provide students with hands-on experience of laboratory experiments and to bridge the gap between theoretical concept and their application in everyday life. Students can also learn technological and scientific skills by participating in various laboratory exercises.
    b. **Library & Sports** :- Library plays a fundamental role in learning process and holistic development of students. It provides various academic resources, such as educational materials, trainings courses, scientific publications, technological research etc. Library also plays important role to develop communication skills (reading, writing, speaking and listening) amongst the students. The sports activities develop various skills in the students like patience, discipline, learning from failure, Sportsmanship, teamwork, leadership etc. and contribute to the physical & mental well being of the students.
18. The school shall follow the RTE Act, 2009 and instructions issued thereon by the CBSE/Respective State / UT Govt. from time to time. The school will also abide by the conditions prescribed, if any, by the State Government concerned.

The school should keep Affiliation and Examination Bye Laws readily available for reference purpose. The School is advised to visit website of the Board i.e., www.cbseacademic.nic.in / www.cbse.nic.in, etc. and to see all circulars on these CBSE websites regularly as most of the activities of the Board including submission of Registration of Class-IX/XI and List of candidates for Class-X/XII Board Examination are online and in electronic modes.

You are also requested to ensure implementation of procedure / provisions of ' Person with Disabilities Act-1995 as amended in 2016', read with Right of Children to Free and Compulsory Education Act-2009, promotion of Swachh Bharat Abhiyan, Cashless Transaction and Digital India, and to procure all the manuals including books, teachers manual (s) pertaining to the course of study from CBSE, so that system be strengthened as per instructions of the Board in the larger academic interest of the students. The school may also ensure to appoint Wellness Teacher / Counselor, as per guidelines of the Board. The school may ensure maintaining of Academic Standards and imparting of quality education. Also due care be taken for CWSN candidates by providing all facilities including ramp, toilets & availability of wheelchair etc. to the children under these categories as per rules. The school must ensure that, No candidate under CWSN may be disallowed from granting of admission on any pretext etc.

Continued...4/-

HERE NAME OF THE INSTITUTION MAY BE GOT PRINTED WITH COMPLETE ADDRESS

क्र०सं०/Sr.No.....

छात्र का माता–पिता के साथ संयुक्त वर्तमान फोटोग्राफ यहाँ चिपकाएं
Photograph of the student with Mother/Father jointly

ADMISSION FORM

कक्षा जिसमें प्रवेश चाहिए:
Class in which admission is sought for:..... सत्र/ Session.....

1. (a) विद्यार्थी का पूरा नाम
   Full name of the Child (in capital letters) :.....
   (b) आधार कार्ड नम्बर
   Aadhar Card No. *(optional)* .....
   (c) लिंग/Sex: पुरूष/Male ☐ स्त्री/Female ☐

2. जन्म तिथि (अंको में)/Date of Birth : दिन Day ☐☐ मास Month ☐☐ वर्ष Year ☐☐
   शब्दो में/In words.....
   कक्षा में प्रवेश के समय 31 मार्च को आयु
   Age of the student as on 31st March: वर्ष Year ☐☐ मास Month ☐☐ दिन Day ☐☐

3. बच्चे का रक्त समूह/Blood Group of the child.....

4. क्या आप सामान्य श्रेणी/अनुसूचित जनजाति/ओबीसी से/आर्थिक रूप से कमजोर वर्ग/विकलांग/इकलौती कन्या से सम्बन्धित है? यदि हाँ तो प्रमाण–पत्र संलग्न करें/Do you belong to Gen./SC/ST/OBC/EWS/Disabled/S.G. Child attach certificate if applicable.
   निम्नलिखित मे से जो लागू हो उसे सही (✓) करें।

सामान्य श्रेणी Gen. Cat.	अनु०जाति SC	अनु० जनजाति ST	ओ०बी०सी० OBC	आर्थिक रूप से कमजोर वर्ग EWS	विकलांग Disabled	इकलौती कन्या SG Child
☐	☐	☐	☐	☐	☐	☐

5 माता/पिता का ब्यौरा/Details of parents:-

माता/पिता का ब्यौरा/Details of Mother/Father	माता/Mother with Aadhar Card No. *(optional)*	पिता/Father with Aadhar Card No. *(optional)*
(i) नाम/Name (in capital letters)		
(ii) राष्ट्रीयता/Nationality व्यवसाय/Occupation		
(iii) कार्यालय का नाम, पूरा पता व दूरभाष/Name of the office & full address with Telephone No.		
(iv) पूर्ण आवासीय पता एवं दूरभाष/ Full residential address with tele. no.		
(v) स्थायी पता/Permanent Address		
(vi) वार्षिक आय/Annual Income		

6. स्थानीय अभिभावक का पता (यदि हो):
   Name & Address of local guardian (if any):.....
7. पिछले विद्यालय का नाम व पता जहाँ पढ़ा हो:
   Name & Address of the previous school with Class:.....
8. पिछले विद्यालय द्वारा जारी टी.सी. नम्बर व दिनांक तथा रिजल्ट
   No. & date of T.C. issued by previous school with status of result: .....
9. क्या पिछला विद्यालय के०मा०शि० बोर्ड से सम्बद्धता प्राप्त था.
   Whether previous school was affiliated with CBSE: (Yes / No).....
10. यदि पिछला विद्यालय केन्द्रीय माध्यमिक शिक्षा बोर्ड से सम्बद्ध नहीं है तो सम्बन्धित बोर्ड का नाम दर्शाये.....
    If, the previous school was not affiliated with CBSE, specify name of the Board.....
11. (a) विगत परीक्षा परिणाम/Result of previous examination:..... (b) प्रतिशत/Percentage.....
12. लिए जाने वाले प्रस्तावित विषय/Subjects proposed to offer: 1. ..... 2..... 3.....
    4..... 5..... 6.....
13. विद्यालय को इस प्रकार के विषय प्रस्तुत करने के लिए बोर्ड की मंजूरी हो।
    Whether school has the approval of the Board to offer thus subject.
14. क्या स्थानान्तरण प्रमाण–पत्र संलग्न है? हाँ/नहीं
    Whether the transfer certificate is attached: YES/No
15. मातृ–भाषा/Mother tougue:..... गृह नगर/Home town.....

DECLARATION BY THE PARENTS

मैं एतद्द्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गयी उपर्युक्त सूचना मेरी जानकारी में सत्य व सही है, यदि किसी स्तर पर दी गई जानकारी एवं सलग्न दस्तावेज गलत पाये गये तो उसकी पूर्ण जिम्मेदारी मेरी रहेगी।

I hereby declare that the above information furnished by me is correct to the best of my knowledge & belief, if any information or document supplied by me found to be incorrect, I will be responsible for the same.

मैं विद्यालय के नियमों से प्रतिबद्ध रहूँगा/रहूँगी/I shall abide by the rules of the Vidyalaya.

3. The admission be granted only after ascertaining the age eligibility criteria for a particular class in which Admission is being sought. A student seeking admission to any class in a 'School' will be eligible for admission to that Class only if he/she satisfies the requirements of age limits (minimum) as determined by the State / UT Government and applicable to the place where the School is located. As per the normal age criteria the eligibility for admission in school should also be ensured as per rules
4. As per Rule 14.2.1, Every affiliated school shall present a list of exact number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the Board.
5. As per Rule 14.2.2, No affiliated school shall present those candidates to the Board's examination who are not on its rolls. Also, no school is allowed to promote the culture of NON-ATTENDING of classes by the students.
6. As per Rule 14.2.3, No affiliated school shall present those candidates to the Board's examination who are enrolled in an unaffiliated School/Branch. Also, No school is allowed to grant the admissions more than the limit of sections granted to the school by CBSE HQs Delhi, otherwise, at the event of no place/space for registration in the classes, the school itself will be held responsible.
7. As per Rule 14.2.4, No affiliated school shall present those candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
8. As per Rule 14.2.5, Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation / upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
9. As per Rule14.2.6, The school affiliated to the Board shall not send the candidates for examination of any other Board/ University. It shall prepare candidates for the Secondary and Senior Secondary Examinations of the CBSE only. **For Skill subjects, only those subjects can be offered for which permission has been given by the department of Skill Education, CBSE, Delhi.**
10. The school is required to restrict the number of sections as per the infrastructure facilities available in the school as per Appendix- V of Affiliation Bye-laws. The optimum number of students in a Section of a class should not be more than prescribed number of students in a section at Middle and Secondary level and shall preferably be proportionate to each other. The Section-Teacher ratio as prescribed must be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye-laws of the Board. It is necessary on the part of the school to ensure availability of qualified/trained teachers proportionate to subjects / sections / number of students and subjects being taught should not be left without teachers.
11. As per Rule No. 14.4, the building and furniture of Affiliated Institutions shall be placed at the disposal of the Board for conducting any Examination and Spot Evaluation free of charge. The management and the Principal shall cooperate with the Board in the conduct of examinations, evaluation of answer scripts and other ancillary activities. If directed by the Board, the School shall provide Teachers and Principal to act as examiners and observers in all subjects offered by the School. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the School.
12. **The school shall submit their information through Online Affiliation School Information System (OASIS) as per details given in Circular No. Affiliation - 06/2018 dt. 24/04/2018. Link for OASIS is available on Board's website - www.cbse.nic.in. All information related to school and teachers should be correct and based on facts/details, it may be noted that, no column of OASIS Link be left blank.**
13. As per Rule no. 2.4.9, every affiliated school is required to develop their own website containing comprehensive information such as affiliation status, details of infrastructure, details of teachers including qualifications, number of students, address-postal and e-mail, telephone nos., copies of

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