



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

NO : CBSE/RO(A)/ Exam- 10-12/T.C.Uploading/2018-19

Date: 03-08-18

REMINDER

✓ All the Heads of Institutions
affiliated to CBSE
Under the Jurisdiction of
CBSE, Regional Office, Ajmer

Sub:- Mandatory uploading of scanned copy of Transfer Certificates on official website of school, regarding.

Sir/Madam,

In continuation to Circular No. COORD/EC-30.7/2014 dated 26-11-2014 of Controller Of Examinations & subsequent letter No. CBSE/RO/TC-C/SIGNED/ MANDATE /2018 dt. 22-03-2018 & 11-07-2018 of the Regional Office, Ajmer whereby all the Heads of the Institutions affiliated to the Board were directed to ensure mandatory uploading of scanned copy of Transfer Certificate(s) issued by them on their official school website, but it has been noticed that despite of clear instructions, the Transfer Certificates issued by them, are not being found uploaded on the school's website for verification of the same. Resultantly, unnecessary delay in **processing of the direct admission of class X & XII**, is being faced by the Board & the schools in regularisation of the admission given to the candidates.

It is therefore, once again directed that all the schools should compulsorily have their fully functional official website which should be regularly updated. It is also mandatory on the part of the schools to immediately upload on their official school website the copy of the Transfer Certificate(s) issued. The format of TC should be strictly as per the performa already provided earlier. It is mandatory for all the heads of the institutions to adhere to the instructions mentioned in the circular under reference failing which it will be viewed seriously and action against the school will be taken for non compliance of Board's instructions/orders.

Further, all the schools are suggested to ensure the website status of the TC of any fresh admitting candidates directly in classes X/XII before giving admission.

This may be treated as most urgent.

Yours Sincerely,

(SANJIB DAS)

Joint Secretary & Regional Officer

- Copy:- 01. The Deputy Secretary (Co-ordn.) CBSE, HQ, Delhi - for information please.
02. The SPS to Controller of Examinations CBSE, HQ, Delhi - for Kind information of C.E.
03. Scrap File.

Joint Secretary & Regional Officer