



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No.COORD/PR UNIT/2020

04.02.2020

CIRCULAR

Sub: Certificates based on school information to be issued by Principals/Head of schools only – no countersign required

It has been noticed that few schools affiliated to CBSE issue various certificates based on information which is available only in the school and such certificates are being sent to CBSE offices for countersigning. It is clear that since CBSE does not hold the original information, countersigning should also not be done by CBSE.

In this regard, CBSE has discontinued countersigning the Transfer Certificates issued by the schools affiliated to their students joining another school. Detailed modalities are contained in letter No. COORD/EC-30.7/2014 dated 26.11.2014 available on the link [http://cbse.nic.in/circulars/exam%20comm 2014.pdf](http://cbse.nic.in/circulars/exam%20comm%202014.pdf) which were reiterated in Circular No.CBSE/PRV/TC/2019 dated 14.10.2019 available on CBSE website.

Similarly, it has also been decided that the following Certificates shall be issued and countersigned(if required) by schools themselves:

1. Experience Certificates in respect of teachers working in CBSE affiliated schools
2. Certificates issued by the schools to the students for the purpose of employment or obtaining any type of government concessions viz. student tours or Railway journeys etc.

I. Steps to be adhered to by the Principal/Head of School while issuing above certificates:

- a) The Certificates should be issued on the official school letterhead only and signed by Principal or Head of school.
- b) School letterhead should invariably contain the following information below the name and address of the school

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- c) School name and address should be as available in the CBSE records.

- d) Only if required, the issued certificate can be countersigned by the Manager/Secretary/Member of the School Managing Committee.
- e) In case the certificate is issued on a prescribed format, the stamp and seal of the school should contain the information at (b) above.
- f) Copy may be directly sent to the authority concerned by the school.
- g) A record of such cases shall be maintained by the school.

II. Steps to be adhered to by any Organization/Authority accepting the above certificates issued by the schools:

- a) To ensure that the Certificate issued is on the official school letterhead only.
- b) School letterhead contains the following information below the name and address of the school

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- c) School name and address be verified from the link http://cbseaff.nic.in/cbseaff/schdir_Report/userview.aspx.
- d) In case the certificate is issued on a prescribed format, it should be ensured that the stamp and seal of the school contains the information at (b) above and should be signed by Principal/Head of school.

III Affiliated schools of CBSE may also note that any other certificate issued by school based on information available in school, shall henceforth be issued by Principal/Head of School and no countersignature by CBSE shall be required.

IV It is also reiterated that all such certificates shall be uploaded on school website also.


(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Copy to:

1. The Principal of All Schools affiliated to CBSE
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
4. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054

5. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
6. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791 111
8. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
9. The Director of School and Mass Education, Government of Odisha, Bhubaneswar
10. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
11. The Collector, Department of School Education, Raipur-492001, Chattisgarh
12. The Director of Education, Government of Punjab, Mohali
13. The Director of Education, Government of Maharashtra, Pune
14. The Director of Education, Government of Madhya Pradesh, Bhopal
15. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
16. The Additional Director General of Army Education, A - Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
18. The Director General, Integrated HQ of Ministry of Defence(Navy), New Delhi-110011
19. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi-110055
20. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
21. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
22. Head(Media and Public Relations)
23. PPS to Chairperson, CBSE


 1/4/2020
Controller of Examinations