



CBSE/SPS/CE/2019

Dated: 08.03.2019

To  
The Principal / Head of  
All Schools Affiliated to CBSE

**Subject: Relieving of Teachers for Evaluations**

Dear Principal,

You are aware that CBSE has initiated many steps to ensure smooth and fair conduct of Examinations. The next step is to ensure that evaluation is done with zero error. Though the policy of evaluation has been further strengthened this time, however zero error evaluation can only be ensured with the devotion, sincerity and availability of evaluators during evaluation process.

Accordingly, all the schools are directed to relieve their teachers immediately as per the instructions received from Regional Office concerned. Teachers should be relieved for full time, for all the days of evaluation of their subject. Teachers should be relieved by issuing the relieving certificate (**Annexure-I**). Same way, as soon as evaluation is over, Chief Nodal Supervisor (CNS) will also issue relieving certificate to the teachers (**Annexure-II**).

It may be noted that as per Chapter 12 of Affiliation Byelaws 2018, the Board can impose penalties and take strong action against schools **"for not nominating and relieving teachers/Principals/staff for the evaluation of answer scripts of the Boards' examinations and other ancillary activities as per requirements of the Board"** (please see para 12.2.10).

Above directions are therefore to be strictly complied with.

Yours sincerely,

(Anita Karwal)

**Copy for information and necessary action to:-**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
2. The Commissioner, Navodaya Vidiyalaya Samiti, B-15, Institutional Area, Block B, Industrial Area, Sector 62, Noida, Uttar Pradesh 201307
3. The Director (Education), Directorate of Education, Government of NCT of Delhi, Old Secretariat, Delhi-110054
4. The Managing Director, Army welfare Education Society, Building No: 202, Shankar Vihar, Delhi Cantonment, New Delhi – 110010
5. The Director General, Border Security Force, Block No. 10, CGO Complex, Lodhi Road, New Delhi, 110003
6. The Director, Director of school Education, Govt. of Sikkim, Gangtok -737101
7. The Director, Director of Education, Govt. of A&N Islands, Port Blair -744101
8. The Director, Director school Education, Chandigarh Administration

(Anita Karwal)

**"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092**

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**SCHOOL LETTER HEAD**

**RELIEVING CERTIFICATE**

Mr./Mrs./Ms. \_\_\_\_\_, \_\_\_\_\_  
is working in the school since \_\_\_\_\_ She/he is having experience  
as per following details:

Designation	Subject Taught & Medium	Total Experience (Yrs.)
TGT		
PGT		

Her /His qualifications as per school records  
are \_\_\_\_\_. She / He has been  
relieved on dated \_\_\_\_\_ to report to Chief Nodal Supervisor (CNS)  
of the allotted Evaluation Centre on dated \_\_\_\_\_.

Signature of Principal:.....

Name:.....

Stamp:

Dated:

Place:

**SCHOOL LETTER HEAD**  
**ATTENDANCE CERTIFICATE**  
**(Examiner Relieving Certificate)**  
**(Para 6.23)**

Certified that Shri/Smt./Miss.....Examiner No.....

attended the Nodal Evaluation work-shop from.....to.....in the  
.....(Subject)

for.....

Senior School Certificate /Secondary Examination 2019. She/He is directed to report to her/his school  
on.....

Format given as Annexure XIV in the Guidelines for Spot Evaluation may be treated as cancelled.

Signature of Chief Nodal Supervisor.....

Name & address of school.....

Date.....