



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)



COORD/PRINTING/2020

01.9.2020

To,
The Principal/Head of the Institutions
affiliated to the CBSE

**Sub: FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE
SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATIONS - 2020-21**

Madam/Sir,

Conduct of Secondary and Senior Secondary Examinations is the main responsibility of the CBSE. To conduct the examinations successfully, every year, CBSE is issuing many Notifications, Circulars, Guidelines and Standard Operating Procedures from time to time.

This year, because of Covid-19 pandemic, precious time has already been lost. As schools are still closed, more time will be required by the schools to complete all processes which are required for examination related activities.

Providing sufficient time and guidance to the schools, CBSE, for the first time this year, has brought out a comprehensive document titled "FRAMEWORK AND SIGNIFICANT GUIDELINES IN THE CONTEXT OF THE SECONDARY AND THE SENIOR SCHOOL CERTIFICATE EXAMINATIONS - 2020-21" listing out the Standard Operating Procedures for all the activities to be performed by the schools and students/parents during the entire academic session. The document is attached with this letter.

Regarding conduct of theory and practical examinations, the schedule will be informed separately. Rest of the schedules have been prepared keeping in view the Covid-19 as a onetime measure.

It is expected from the Head of the Institution that a printout of the same will be taken and after reading and understanding, they will make their own schedule to complete all activities within scheduled time in letter and spirit.

It will be appreciated if your suggestions to further improve this document are sent to the undersigned as per Section XXVII of this document.

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

CC to:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309



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3. The Chief Secretary, Government of Andaman & Nicobar Islands
4. The Chief Secretary, Government of Arunachal Pradesh
5. The Chief Secretary, Government of Delhi
6. The Chief Secretary, Government of Sikkim
7. The Principal Secretary, Government of NCT of Delhi
8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
12. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
13. The Director of School and Mass Education, Government of Odisha, Bhubaneswar
14. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
15. The Collector, Department of School Education, Raipur-492001, Chattisgarh
16. The Director of Education, Government of Punjab, Mohali
17. The Director of Education, Government of Maharashtra, Pune
18. The Director of Education, Government of Madhya Pradesh, Bhopal
19. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
20. Assistant Chief Air Staff(Education), Air Headquarters, R K Puram, New Delhi
21. ADGMT(AE), Room No. 702, 'A' Wing, IHQ of Ministry of Defence, Sena Bhawan, New Delhi-110001
22. The Principal Director, Naval Education, 2nd floor, Wing 2, West Block V, R K Puram, New Delhi – 110 066
23. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi- 110055
24. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
25. Director(IT), HQs for needful updation in online softwares
26. SPS to Secretary/Director(Academic)/Director(Skill Education & Training) / Director(PE), CBSE
27. Head(Media and Public Relations), CBSE
28. 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.
29. All Joint Secretary(ies)/Deputy Secretary(ies) of CBSE
30. DS to Chairman, CBSE



CONTROLLER OF EXAMINATIONS



Section X

STANDARD OPERATING PROCEDURES FOR ADMISSION TO CLASS X AND CLASS XII

Section X

STANDARD OPERATING PROCEDURES FOR ADMISSION TO CLASS X AND CLASS XII

The Academic session for all classes starts from April to March every year. It has come to the notice of the CBSE that quite a large number of students change their school while studying in Class X or Class XII on the grounds of shifting of family, better education, distance, medical ground, etc. In order to ensure better adaptability to the academic environment of new school, students desirous of changing school may be advised to change the school while studying in Class IX or in Class XI. All cases of admission shall be regulated by the relevant rules contained in the Examination Bye-laws.

However, to streamline the process of admission in Class X/XII, the Standard Operating Procedures (SOPs) are as under:

CATEGORY OF DIRECT ADMISSIONS		FORMALITIES TO BE FULFILLED BY SCHOOL AT THE TIME OF SUBMISSION OF CASES OF DIRECT ADMISSIONS TO THE CBSE
01	Shifting of school because of transfer of parent from one station to another station. (Students whose parent(s) are in service)	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Copy of Transfer Order attested (in blue ink only) by the Office where parent(s) of student joined after transfer. (f) Local Residence Address as per the office record to be issued by the Office where parent(s) of student joined after transfer.
02	Shifting of family	Due to Shifting of Business (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Proof of old business address (f) Change in current account address in Bank record (g) Proof of address change with Tax authorities (h) Change in TAN Card with updated new address (i) Receipt of Property Tax/Rent Receipt.

		Due to Joining another organisation/establishment: (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) A copy of Appointment Letter attested (in blue ink only) by the organisation/ establishment where parent(s) of student joined. (f) Local Residence Address as per the office record to be issued by the organisation/ establishment where parent(s) of student joined. (g) Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school. (h) Electricity Bill in respect of the premises of the relative, if he or she is house owner OR two Receipts of Rent, if on rent. (i) Any Identity proof of the relative, issued by Central/State Govt. Due to Purchase of House: (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Sale Deed/ Conveyance Deed/ Gift Deed/ Lease Deed/ Allotment Letter etc., duly registered before the Registration Authority concerned of the State as per rules. (f) Relevant Documents of Bank/ Loan Sanctioning Letter. Due to Rented House: (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Initial Rent Agreement of previous rented house alongwith last Rent Receipt. (f) Registered Rent Agreement of new rented house. (g) Latest Rent Receipt of new rented House.
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03	Shifting to Hostel	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting to hostel with evidences. (f) Certificate from the admitting school to the effect that hostel has been existing from years (No. of years). (g) Fee Payment Receipts of hostel issued by school. (h) Proof of Hostel fee transaction i.e., Bank Statement showing debit (from parent's account and credit to the school's account) of both (Parent and School).
04	Shifting from Hostel	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting from hostel with evidences. (f) Fee payment receipts of hostel issued by previous school. (g) In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences
05	Re-admission due to Fail/not appeared in Exams/ Improvement/ Compartment	Re-admission in same school : (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable. Re-admission in other school : (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable. (c) Reasons to change the school with documentary evidences.
06	Better Education	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Following information from both the schools i.e., Admitting and Leaving –

		(i) Result of last five years of Board's Examinations (ii) Qualifications and Teaching Experience of Teachers teaching Class-X/XII of the subjects opted by the student (as the case may be).
07	Long Distance	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Justification to be given by parent of student to change school at this stage.
08	Medical Ground	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Medical Certificate of Government Hospital.

The following may also be complied with:-

- 1 All the documents of the previous school should be attested by the Principal of the previous school.
- 2 All other documents should be duly attested by the Principal of the admitting school.
- 3 # Report Card of previous class clearly mentioning '**Qualified / Passed**' (on having obtained minimum 33% marks in all five main subjects) duly attested by the Principal of school.
 1. *(i) In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/**2018 dated 01.10.2018** to host the T.C. on the school website be complied with (**CBSE affiliated schools should not send TC to CBSE for verification/counter signature**).
 - (ii) In case TC is issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
5. **Schools will send all the requests for Class-X and Class-XII in one go in the enclosed format.** No second request shall be entertained.

PROFORMA FOR FORWARDING DIRECT ADMISSION CASES OF CLASS X/XII (TO BE SUBMITTED BY SCHOOL)

Subject : Direct Admission cases during the academic session 20____ - 20____

1. School No. and Name : _____

2. Details of Direct Admission Cases (Class X / XII): -

S. No.	Name of Candidate(s)	Date of Admission (Should be properly mentioned in Admission Form also)	Whether Class -IX / XI pass or Fail	Old School name and Affiliation No.(if CBSE school)	Name of the Board migrating from	Reason for Transfer	Subject change, if any		List of documents attached (As per circular)
							From	To	
1.									
2.									
3.									

3.

	Class IX	Class XI
No. of candidates in current year		

4.

	Class IX	Class XI
Present Strength		
No. of requests received for admission in current session		
No. of candidates registered in previous year		
No. of candidates appeared in previous year		
Total No. of Sections		
a. Total No. of Sections allowed by the CBSE		
b. Total no. of Sections existing		

5. Class wise total strength in the school

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII

6. Total Rooms available in the school : _____

7. Total Land Area of the school (Sq mtrs) : _____

8. Subject wise Teachers

TGT			PGT					
Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers
1			1			7		
2			2			8		
3			3			9		
4			4			10		
5			5			11		
6			6			12		

9. Students Strength Class-wise and Section-wise

IX		X		XI		XII	
Sections	Total No. of Students	Sections	Total No. of Students	Sections	Total No. of Students	Sections	Total No. of Students
A		A		A		A	
B		B		B		B	
C		C		C		C	
D		D		D		D	
E		E		E		E	
F		F		F		F	
G		G		G		G	
H		H		H		H	
I		I		I		I	

It is certified that in respect of above mentioned candidate(s) proposed by the school for direct admission in Class X / XII:-

- All the enclosed documents have been personally checked and verified by the undersigned in each case.
- The Transfer Certificate(s) issued by CBSE affiliated schools has/have been checked from the school's website and the TC submitted by the student/parent is correct as the uploaded TC.
- Affiliation status of the previous school has been checked and found correct.
- The case(s) are fulfilling the clauses 6, 7.3/7.5, 8 & 12 of the Examination Bye-Laws.
- Number of candidate(s) sponsored by the school for ensuing exam is within the limit prescribed by the Affiliation Unit.
- Students are not from any unaffiliated schools and they are regularly attending the classes.

In case, if the above information is found false or incorrect at any time, CBSE may take necessary action against the candidate(s) including cancellation of their admission and may initiate disaffiliation process against the school.

Signature : _____

Name of Principal : _____

Date : _____

School Name : _____

School No. : _____

Affiliation No. : _____

Seal : _____