



CENTRAL BOARD OF SECONDARY EDUCATION  
(An Autonomous Organisation under the Ministry of  
Human Resource Development Govt. of India)  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI – 110 301

COORD/EC-30.7/2014

26.11.2014

To,  
Heads of all the institutions  
affiliated to the Board

Sir/Madam,

The Examination Committee at its meeting held on 30.7.2014 has resolved that the practice of countersignature of the Transfer Certificates from one CBSE affiliated school to another be done away with, which has also been approved by the Governing Body of the Board at its meeting held on 06.8.2014. Following steps should be adhered to by the Head of the Institution while giving admission to a student coming from another school in a class –

- 1) all the schools affiliated to the Board shall upload scanned copy of the Transfer Certificate(s) issued by them on their official school website;
- 2) all schools affiliated to the Board shall issue the Transfer Certificate as per the format given in Annexure 1 of the Examination Byelaws.
- 3) the schools shall also mention in the Transfer Certificate AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION below the name and address of the school alongwith the Affiliation Code No.
- 4) in case of transfer from one CBSE affiliated school to another, affiliation status of the school be verified from the Board's website [cbse.nic.in](http://cbse.nic.in) > e-affiliation > list of affiliated schools as also from the school's website and the affiliation number be recorded on the Transfer Certificate;
- 5) the head of the school shall ensure that the name of the school from where the Transfer Certificate has been issued appears on the Board's website as an affiliated school and does not appear in the List of Disaffiliated Schools;
- 6) the Transfer Certificate shall be countersigned by the Manager/Secretary/Member of the School Managing Committee and the head of the school while forwarding the same to the Board in cases of direct admission and seeking approval from the Board;
- 7) while countersigning it shall be mentioned "Verified from ([cbse.nic.in](http://cbse.nic.in)/source from where verified i.e. website etc.) on (date of accessing the source of verification) that the issuing school's name appears in the list of affiliated schools and does not appear in the list of disaffiliated schools and Countersigned"
- 8) in case of transfer from a school recognized by/affiliated to any other recognized Board, the genuineness of the Transfer Certificate be got ascertained and countersigned from the authority controlling the school, as per past practice;
- 9) in case of doubt/apprehension about the Transfer Certificate, the matter be referred to the Board for clarification,
- 10) school managements shall make all out efforts to admit students having valid Transfer Certificate from a school recognized by/affiliated to recognized Board(s).

Yours faithfully,

  
(K K CHOUDHURY)

CONTROLLER OF EXAMINATIONS

Copy to:

1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector 3, Rohini, Delhi-85
4. The Additional Director General, Directorate General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi
5. The Deputy Director of Education, Border Security Force, Block – 10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K. Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) – 737101
8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt. Ita Nagar - 791111, Arunachal Pradesh
10. The Director, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida-201 307, District Gautam Budh Nagar, Uttar Pradesh
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. PS to Chairman, CBSE
14. The Director, CBSE, Regional Director Office, Delhi
15. The Regional Director/Regional Officers of the CBSE, Ajmer, Panchkula, Guwahati, Chennai, Allahabad, Bhubaneshwar, Patna, Dehradun & Thiruvananthapuram
16. All the Associate Professors and Addl. Directors of the Academic Unit of CBSE
17. Deputy Secretary(IT), CBSE with a request to upload the circular on the Website.
18. Associate Professor and Addl. Director, CBSE with a request to get the circular printed in the forthcoming issue of CENBOSEC.
19. PRO, CBSE, Delhi
20. The Joint Secretary, Council of Boards of School Education in India, 6H Bigjo's Tower, A-8 Netaji Subhash Place, Ring Road, Delhi – 110 034

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