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केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

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

(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)

शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली -110301

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

CBSE/COORD/ Teacher Database /2015

Dated: 01th November, 2015

Principal/Head of the Institutions
Affiliated to the CBSE

Subject: Online Submission of Teachers Data-2016 Examination

Sir/Madam,

The Process for Online submission of data of Principal, Vice Principal/Headmaster, Post Graduate Teachers, Trained Graduate Teachers and PETs working in CBSE affiliated schools has been started from 10th October 2015 for 2016 examination. All CBSE affiliated schools are requested to register themselves before proceeding for submission of the data. They have to use the given password and Affiliation Number as user ID already available with them. Recently affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password. Schools are advised to change the password for future use and keep confidentiality to avoid misuse.

Following has to be ensured while providing data by the schools:-

- Data of Principal, Vice Principal/Headmaster, PGTs, TGTs & PET (regular/contractual/on probation) should be included in the database. Details of Guest/Adhoc/Contractual teachers appointed as PGTs/TGTs/PETs in Govt. School on yearly/ contract basis by State Govt/Directorate of Education must also be included.
- The names of teachers who have superannuated / left the service/have been transferred should be deleted while the teachers who have recently joined the school must be added in the list.
- Bank details of the teachers are also required to be provided to enable this office to transfer the amount of remuneration, if any, to the respective bank account of teacher.
- School should ensure that details of all teachers for subjects being taught in the school at X/XII level are included in the database. The experience of teaching Class X and XII should be mentioned separately in the relevant columns.
- The residential address of teacher should be mentioned properly with PIN CODE, mobile number and email Id.

- For its various projects, the Board requires subject teachers having knowledge of computer operations also hence appropriate column be also filled in.
- The online data entered by the schools last year will be shown on the website which schools can edit/modify. Schools can update the data only through ONLINE ENTRY option. Data filling in downloadable excel file is not available in this module.
- As per Examination Bye-laws the school shall be required to provide the declaration from teacher that no ward of that teacher is appearing in the Board's examination. Appropriate entry in this regard must be made in the online form.
- Schools should ensure that data sent by them is accurate in all respects, as the same database will be used by the Board for various activities. Board will not be responsible for any error in the data.
- There is an option of "FINALISE" data. Schools should finalize the data after ensuring data filled is error free.
- After finalization, print copy of the Teacher data should be signed by the teachers concerned against their name and thereafter by the Principal of the School.
- Duly completed and signed list should be sent to the concerned Regional Office of CBSE so as to reach within 7 days from the last date of submission of the online data but not later than 7th December 2015.
- Board may appoint some of the Principals/VP/HM/PGTs/TGTs/PETs for the examination related work of CBSE in accordance with the requirement, Experience, qualifications and suitability of the teachers.
- In respect of schools located within jurisdiction of Regional Office, Delhi this circular supersedes Circular No. CBSE/ROD/Conf/data of Teachers/19/2015 dated 2/09/2015 issued by Regional Office, Delhi.

Last date for submitting the data online is **30th November 2015**. For any queries schools may contact respective Regional Office or CBSE Helpline No. **1800-11-8002** between 9.30 AM- 7.00 PM on all working days.



(K.K.
Choudhury)
Controller of

Examinations

For any technical query or help in this regard contact following

Regional Office	Jurisdiction of States	For any technical query regarding On line submission
Regional Office-Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110 092.	NCT of Delhi, Foreign Schools	Ms I Margaret Catherine, Joint Secretary (IT), E-mail : rodlicu@gmail.com 011-22236195
Regional Office - Chennai Central board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040. Tamil Nadu	Andhra Pradesh, Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry	M. Vijaylakshmi Asstt. Programmer rochennai.cbse@nic.in Tel.91-44-26162214, 91-44-26161103 Mob:91-9498043510 Fax:91-44-26162212
Regional Office - Thiruvananthapuram Central board of Secondary Education, Block-B, 2 nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004, Kerala	Kerala, Lakshadweep	Mr. V Santhanam Assistant Secretary(IT) rotrivandrum.cbse@nic.in Tel:91-471-2534404/2534496 Fax:91-471-2534406
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near Sankardev Kalakshetra), Panjabari, Guwahati-781037 Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram.	Md. Fida Hussain Assistant Programmer Mob: 09401822334 roguwahati.cbse@nic.in Telfax:91-361-229992,2229995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 030 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	Mr. Prasad Ranjit Lakhraj Assistant Programmer, roajmer.cbse@nic.in Tel:91-145-2627350/2627451 Mob:08764235509,
Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134152 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T.of Chandigarh	Mr. J K Jain Assistant Secretary (IT) ropanchkula.cbse@nic.in Tel:91-172-2585193/2583547 Fax:91-172-2585163
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 001, Uttar Pradesh	Uttar Pradesh except Western Uttar Pradesh Districts	Mrs Harshikha,, Assistant Programmer, roallahabad.cbse@nic.in Tel:91-532-2407970-72 Fax:91-532-2408977
Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	UTTARAKHAND and Aligarh, Badaun, Baghpat, Bareilly, Bijnaur, Bulandshahr, Etah, Gautam Budh Nagar, Ghaziabad, Hapur, Hathras/Mahamaya Nagar, J P Nagar /Amroha, Kasganj/Kanshi Ram Nagar, Mathura, Meerut, Morabad, Muzaffarnagar, Muzaffarnagar, Pilibhit, Rampur, Saharanpur, Shajhanpur, Sambhal, Shamli	Mr Krishan Murari Assistant Programmer, roddn@cbse.gov.in Tel:0135-2757766,2757744 Fax: 0135-2757733
Regional Office-Bhubaneswar Central Board of Secondary Education, 6 th Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneshwar-751007. Odisha	West Bengal, Odisha, Chhattisgarh	Ms. Shweta B Lakra Asstt. Programmer, rocbsebbsr@rediffmail.com robhubaneshwar.cbse@nic.in Tel:91-0674-2548426,2542312, 2548212(Extn 129)
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna-800014, Bihar	Bihar, Jharkhand	Mr Ajay Mishra, Assistant Programmer, ropatna.cbse@nic.in Tel:91-612-2295048,2295008, 2295080