



# Central Board of Secondary Education

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)  
“ SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 092.

CBSE/CU

Dated: 22nd August, 2014

**Subject: Providing Mobile No. / E\_mail address of candidates**

Dear Principal,

In order to make use of ICT tools to improve upon the communication among its various stakeholders, the Board has decided to have Mobile No. / E-mail address of its students in Class X/ XI/ XII during academic session 2014-15.

Having Mobile No. / E\_mail details will not only facilitate the candidate to have timely and latest updates but will help the Board also in advance planning and estimation relating to following examinations activities:

- No of Answer Books
- No of Question Papers
- Centres
- Date Sheet

You are kindly requested to provide on **top priority (latest by 25<sup>th</sup> August, 2014)** the Mobile No. / E\_mail details of following candidates:

List of Candidates provided for Academic Session 2013-14	Detail required for Academic Session 2014-15
Class IX	Class X
Class X	Class XI
Class XI	Class XII

For online providing Mobile No. / E\_mail address of candidates, the link '**Online Contact Details of Candidates of Class X/XI/XII for 2014-15**' may be clicked in the website [www.cbse.nic.in](http://www.cbse.nic.in).

The schools may use **affiliation number** as **user-ID** and **password** (Same which you used last year for online registration for IX/ XI/ X and XII).

**The following Steps 1 to 4 may be followed in sequence for online submission of details of Mobile No/ E-Mail of Candidates of Class X/XI/XII for 2014-15:**

Sl No.	Activities	Nature of Activity
1	Login	Online
2	Download List of Candidates for academic session 2013-14 of your school for Classes IX/ X/ XI and Now in Classes X/ XI/ XII during academic session 2014-15	Online
3	Providing <b>details of Mobile No/ E-Mail of Candidates of Class X/XI/XII for 2014-15 in Excel files downloaded in Step-2</b>	Offline
4	Uploading of details <b>of Mobile No/ E-Mail of Candidates of Class X/XI/XII for 2014-15</b>	Online

Note: In case the student's email-id/mobile is not available than the same of his/her parents/guardian may be provided.

Yours faithfully,

(K K Choudhury)  
CONTROLLER OF EXAMINATIONS

Copy to :

Director, Regional Office, Delhi, Regional Director, Regional Office Ajmer and All the Regional Officers of the CBSE with the request to coordinate with the school for providing required information within time schedule