

1. Registration of Students for Class IX/XI has to be made on-line through the website www.cbse.nic.in and it is mandatory to register **all students** of Class IX/XI for academic session 2013-14,.
2. Registration Forms shall not be sent by the Regional Office to the school.
3. Registration of all Students for academic session 2013-14 for Class IX/XI :
 - a) The schools affiliated with CBSE upto Secondary level (Class X) shall submit the details of **all those students who are on roll** in Class IX for the academic session 2013-14 in the school.
 - b) The schools affiliated with CBSE upto Sr. Secondary level (Class XII) shall submit the details of **all those students who are on roll** in Class IX and in Class XI for the academic session 2013-14 in the school.
4. Fee details and schedule for on-line submission for Registration of students of Class IX/XI :

Amount of Fee to be remitted per Student(**)		Schedule for On-line Submission of details of Student	Date for Receipt of Final list of Students along with Fee in the Regional Office (*)
Schools in India	Schools in Foreign		
Rs.200/- without late fee	Rs 1000/- without late fee	15 th September, 2013	22 nd September, 2013
Rs.210/- (Inclusive of late fee of Rs.10/-)	Rs.1050/- (Inclusive of late fee of Rs.50/-)	30 th September, 2013	7 th October, 2013
Rs.220/- (Inclusive of late fee of Rs.20/-)	Rs.1100/- (Inclusive of late fee of Rs.100/-)	15 th October, 2013	22 nd October, 2013
Rs.230/- (Inclusive of late fee of Rs.30/-)	Rs.1150/- (Inclusive of late fee of Rs.150/-)	30 th October, 2013	6 th November, 2013

(*) 15 days grace time in place of 7 days for receipt of Final List of Students will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangri sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep and schools in foreign countries.

In case the dates mentioned above fall on a holiday/ Saturday/ Sunday, next working day shall be applicable.

() Inclusive of Problem Solving Assessment (PSA).**

5. Demand draft for the Requisite Fee (Registration Fee + Late Fee, if any) shall be made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalized Bank payable at the place of Regional Office of the Board under whose jurisdiction the school is located.

School No., School Name and Address, Principal name and phone number should be written on the back of the Demand Draft.

6. Final List with student's signature and photograph along with Demand draft and duly filled and signed Certificate of Principal should reach the following **within stipulated schedule given above** :

- 'Regional Director' for Regional Office, Delhi
- 'Regional Officer', concerned Regional Office of the Board

A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

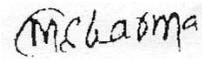
7. On-line submission shall be closed after last date and no entry shall be accepted after the last date.
8. Receipt of final List of Registered Students shall be acknowledged by the Regional Office only after the receipt of fee in the shape of Demand Draft as per the schedule given on the web-site.

In the interest of their own students, Schools are advised to start submitting details on-line as per Instructions given on the website www.cbse.nic.in and take necessary steps so that computer generated details along with fee in the shape of Demand Draft reach Regional Office before the last dates and to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam.

- 9 Names and email-id of contact persons, in case of any query or help regarding online submission can be obtained by clicking the link '**Online Registration of Class IX/XI for 2013-14**' in the website www.cbse.nic.in.
- 10 For latest updates, please check at Board's website: www.cbse.nic.in

Important	Please refer to the CBSE circular No. 3/10 dated 18/10/2010 and subsequent reminders vide circular No. 88/2011 dated 5/12/2011 and circular No. 08/2013 dated 17/06/2013 requesting all the schools to develop their own website containing comprehensive information about the school and its management. It is mandatory to have school website as per Rule 8.8 (iv) of Affiliation Bye Laws of the Board. You are again requested to develop school website and upload required information before 15 th September of every year. In case of the defaulter school not complying with the instructions, shall be viewed seriously and responsibility would lie with the school Management.
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Yours faithfully,



(M C SHARMA)
CONTROLLER OF EXAMINATIONS

Distribution:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-85
9. PS to the Chairman and all the Head of the Departments, CBSE
10. Regional Director, Regional Office, Delhi and All the Regional Officers of the CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions and ensure that the schools have developed their website.
11. All the Joint Secretaries/Education Officers/ Research Officer (T)/ Deputy Secretaries/ Assistant Secretaries/ Assistant Education Officers/ Section Officers of the Board
12. The Deputy Secretary (IT) with the request to put this circular on the CBSE website.
13. The PRO, CBSE
14. The Library and Information Officer, CBSE