



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)



CBSE/CE/2021/

Dated:16.03.2021

To

All the Principals/Heads of Institutions
Affiliated Schools, CBSE

SUBJECT: EASE OF DOING BUSINESS IN ISSUING DUPLICATE DOCUMENTS

Madam/Sir,

CBSE is issuing several documents to the students after passing Class X and XII, as proof of passing these classes and their performances in each subject.

CBSE has a provision of issuing duplicate educational documents in case they are misplaced or mutilated because of any reason, lost, stolen etc. There is no bar to limit of number of duplicate Marksheets and Migration Certificates. However, in case of duplicate passing certificate, only limited number of copies could be issued.

Existing process for issuing duplicate passing certificate is as follows:

1. A request with all particulars to be sent to concerned Regional Office, CBSE
2. Attestation of the request application form by Principal/Gazetted Officer is required
3. **Notification is to be published in the two National Dailies regarding loss of documents**
4. Payment of applicable fee

Looking into the initiative taken by the Government of India for ease of doing business for the citizen of the country, following proposals has been approved by the Examination Committee, CBSE in its meeting held on 15th December, 2020 and its minutes were approved in the Governing Body Meeting held on 23rd December, 2020:-

1. Only an application with complete details is to be submitted to the concerned Regional Office, CBSE.
2. A copy of the valid photo identity card like Aadhaar Card, Driving License, Voter Card, Bank Pass Book etc. to be submitted.
3. Payment of prescribed Application fee

With this decision, now, attestation of the application form by the Principal/Gazette Officer and notification in two National Dailies has been done away with.

Contd...2/-



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092





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This Rule is made applicable with immediate effect.

(DR. SANYAM BHARDWAJ)
Controller of Examinations

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini.
9. The Additional Director General of Army Education, A-Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
10. The Secretary AWES, Integrated Headquarters of MoD (Army), FDR Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
11. 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 for compliance.
12. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
13. Head(Media and Public Relation)
14. PPS to Chairperson, CBSE
15. SPS to Secretary, CBSE
16. SPS to Controller of Examinations, CBSE
17. SPS to Director (Information Technology & Project), CBSE
18. SPS to Director (Academics) CBSE.
19. SPS to Director(Professional Exam), CBSE
20. SPS to Director(Training & Skill Education), CBSE
21. SPS to Director (CTET)
22. SPS to CVO, CBSE

Controller of Examinations



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