



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/T.C Uploading/2018

Dated: 01st October, 2018

All the Heads of Institutions
Affiliated to CBSE

Sub:- Mandatory uploading of scanned copy of Transfer Certificates on official website of school – regarding.

Sir/Madam,

The Examination Committee at its meeting held on 30/07/2014 had resolved that the practice of countersignature of TC's from one CBSE affiliated school to another be done away with. Accordingly the steps to be adhered to by the schools have been circulated vide Circular No COORD/EC-30.07/2014 dated 26/11/2014 which is available on Board's website.

It has come to the notice of the CBSE that the steps listed in Circular No COORD/EC-30.07/2014 dated 26/11/2014 are not being adhered to by many of the schools and Transfer Certificates are not uploaded on their website resulting in unnecessary delay in processing of direct admission of Class X & XII in the CBSE.

It is therefore, once again directed that all the schools should compulsorily have their fully functional official website which should be regularly updated. It would be appropriate to mention the last date of updation of website. It is also mandatory on the part of the schools to immediately upload Transfer Certificates on their official school website. The format of TC should be strictly as per the Proforma already provided. All the heads of the schools are requested to adhere to the instructions mentioned in the Circular under reference.

Further, all the schools granting admission should verify status of the Transfer Certificate issued by the previous school affiliated to CBSE from its website before giving admission especially in Class X and XII

Above instructions may please be complied with strictly to ensure hassle free services to the students.

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

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