



No. CBSE/Personnel-A/2019/160-168

Date: 10 January 2019

**CIRCULAR**

Consequent upon directions of the Competent Authority of the Board, it has been notified that all the employees of the Board shall write their employee code of CBSE below their signatures/initial while processing of all the files with immediate effect for proper identification of officials.

This issues with the approval of the Competent Authority.

*— Jaiprakash Chaturvedi*  
10/01/2019  
(Jaiprakash Chaturvedi)  
Deputy Secretary (A&L)

**Distribution:**

1. PS to the Hon'ble Chairperson, CBSE.
2. SPS to the Secretary/Controller of Exams/Directors/Regional Directors, CBSE.
3. PS/PA to Joint Secy., IT/ Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers up to the level of Section Officers, CBSE with a direction to ensure the compliance of above orders.
6. President, SBSWA, CBSE.
7. Personnel File.
8. Notice Board.
9. Guard File.