



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Personnel-A/2019/3100-3107

Date: 04.07.2019

CIRCULAR

In continuation to Circular No.CBSE/Rectt.Cell/2017/8289-8388 dated 28.12.2017 and CBSE/Personnel-A/2019/160-168 dated 10.01.2019 wherein all the employees are directed to ensure that before sending the file to the Competent Authority, the draft agenda/letters/orders should be signed by the Dealing Assistant along with concerned Section Officer/In-charge/Assistant Secretary and subsequently directed to write their employee code below their signature/initial while processing of all the files for proper identification of the Officer/ Official.

But, it has again been observed that files/documents are not being processed according to the above said directions which has been viewed seriously by the Competent Authority. Therefore, all the employees of the Board again directed to strictly comply the above directions.

This issues with the approval of the Competent Authority.


(Jaiprakash Chaturvedi)
Deputy Secretary (Admn. & Legal)

Distribution:

1. PPS to the Hon'ble Chairperson, CBSE.
2. SPS to the Secretary/Controller of Exams/Directors/Regional Directors, CBSE.
3. PS/PA to Joint Secretary (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. Notice Board.
8. Guard File.