



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)



No.CBSE/HQ/Personnel-A/2020/1246-345

Dated:17.03.2020

Circular

The Competent Authority vide Circular No. CBSE/HQ/Personnel-A/2019/3100-3107 dated 04.07.2019, No. CBSE/Rectt. Cell/2017/8289-8388 dated 28.12.2017 and No. CBSE/Personnel-A/2019/160-168 dated 10.01.2019, has directed to ensure that before sending the file to the Competent Authority, the draft agenda/letters/orders must be signed by the Dealing Assistant alongwith concerned Section Officer/In-charge/Assistant Secretary.

But, it has again been observed that draft agenda/letters/orders are not being initialled inspite of repeated directions, which has been viewed seriously by the Competent Authority.

Therefore all the employees of the Board are once again directed to ensure that the draft agenda/letters/orders must be initialled by the all the concerned Officer(s) / Official(s), failing which necessary action as deemed fit under Rule 7.3 (v) of CBSE Service Rules 1985 shall be initiated.

This issues with the approval of Competent Authority of the Board.

(ANURAG TRIPATHI)
SECRETARY

Copy to:

1. P.P.S to Hon'ble Chairperson, CBSE, Delhi.
2. S.P.S's to Secretary/Controller of Examinations/Directors/Regional Directors of the Board.
3. P.A/P.S to Joint Secretary (I.T)/Head (PRO and Media)/I.A.F.A, CBSE, Delhi.
4. All the Regional Officers, Head CoEs of the Board with a request to bring it to the notice of all the employees posted under them.
5. All the Officers upto the level of Section officers, CBSE with a direction to bring it to the notice of all the staff working in their respective Branch.
6. President, SBSWA, CBSE.
7. Notice Board.
8. Guard File.

