



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/Personnel-A/2019 | 5009-17

Date: 16 October, 2019

CIRCULAR

Subject: Guidelines given in Manual of Office Procedure regarding signature on the note portion.

In pursuance to the directions vide Letter No.1-1/2019/-EE.1 dated 9th August 2019 of the Ministry of Human Resource Development and consequent upon approval of the Competent Authority of the Board, it has been notified that all the Officers/Officials of the Board shall strictly follow the following directions of the Para 15(i&ii) of the Manual of Office Procedure henceforth while processing of all the files:-

- All notes shall be concise and to the point. Additional material, if any, may be placed in the appendix. Black or Blue ink shall be used by all categories of staff and officers. In case of hand written noting, only black and blue ink shall be used.
- The dealing hand shall append full signature, name and date on the left below the note. An officer shall append full signature on the right hand side of the note with name designation and date.
- In an electronic environment digital signature will be appended at each level.

This issues with the approval of the Competent Authority.


(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.