



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 | 272-79

Date: 14.01.2020

CIRCULAR

Subject: Guidelines for digital/electronic environment - reg.

In continuation to Office Circular No.CBSE/Personnel-A/2019/5009-17 dated 16.10.2019 (Copy enclosed) wherein it had been notified that all the concerned Officers/Officials shall append their digital signature at each level in an electronic environment. However, it has been noticed that the said procedure is not being followed either due to some technical issues or inadvertently.

Hence, all the concerned are again hereby requested to comply the orders in true spirit and append their digital signature in all files processed through e-office. In case e-file is being forwarded without digital signature, it shall be presumed that the concerned is completely agreed with the proposal(s) and forwarded the e-file with his/her consent.

This issues with the approval of the Competent Authority.


(Jaiprakash Chaturvedi)
Deputy Secretary (A&L)

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 Secy.(IT)/ Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board.
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.



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
16.10.2019
(Jaiprakash Chaturvedi)
Deputy Secretary (A&L)

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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.