



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/COORD./ATTENDANCE/2018

29.11.2018

All the Heads of Institutions  
Affiliated to CBSE

Sub: **Condonation of shortage of attendance for Class X & XII Examinations 2019.**

Sir/Madam,

Hon'ble High Court of Delhi, Delhi in its judgement dated 11.7.2018 has directed Delhi University and CBSE to ensure that the result of CBSE including results of re-evaluation "are taken into account from the commencing academic year, whilst determining the cut-off date for admission of colleges of the University of Delhi".

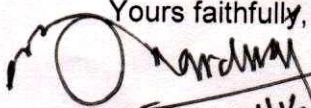
Accordingly CBSE vide circular no. Coord/Exams/2018 dated 5.10.2018 has decided the List of probable subject of which the examinations are proposed to be conducted in the latter half of February 2019 and list of Academic Subjects of which examinations are proposed to be conducted in the month of March/April, 2019 which is available on CBSE website [www.cbse.nic.in](http://www.cbse.nic.in).

In view of the fact that examinations will commence from latter half of February and in view of Rule 14(i) of Examination Bye Laws. Schools are directed to give the attendance of a students counted from the day of commencing of teaching of classes X/XII (beginning of session) upto 1st January 2019 in the enclosed format.

The schools are requested to adhere to the following:-

1. All cases for condonation of shortage of attendance be sent to the concerned Regional Offices so as to reach latest by 15<sup>th</sup> of January
2. The Heads of schools should give the following alongwith the request –
  - i) Maximum possible attendance by the student counted from the day of commencement of teaching of Classes X/XII (beginning of the session)
  - ii) Attendance put in by the candidate during the aforesaid period counted upto 1st of January 2019.
  - iii) Percentage of attendance of the said candidate.
  - iv) Specific recommendations of the Principal of the school.

All the schools are requested to reach and understand circular Coord/Exams/2018 dated 5.10.2018 and the current circular to adhere to the guidelines/instructions. It may be noted that no request after 15<sup>th</sup> January, 2019 will be accepted by the CBSE.

Yours faithfully,  


(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

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**FORMAT**

**(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS)  
CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X & XII**

1. Following candidates of Class X/XII have not attained the required percentage of attendance during the academic session \_\_\_\_\_, as per details mentioned against each:

Sl.No.	Name of Candidate	Regn. No./ Roll No.	Class X/XII	No. of teaching days in the school	No. of days attended by the candidate	Percentage of attendance upto 1st Jan, 2019	Recommendation
1							Recommended/ Not Recommended
2							Recommended/ Not Recommended
3							Recommended/ Not Recommended
4							Recommended/ Not Recommended

2. **Following documents duly attested are attached with all cases { Medical Certificate (Self)/ Death Certificate of family members/ Sports certificate/ Any other (Specify)}:-**

Sl. No.	Name of candidate	Name of Document(s)
1.		
2.		
3.		
4.		

Signature: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

School Name : \_\_\_\_\_

School No. : \_\_\_\_\_

Affiliation No. \_\_\_\_\_

Seal of the school \_\_\_\_\_

**Note:-**

Following be adhered to -

- All cases for condonation of shortage of attendance be sent to the concerned Regional Office so as to reach latest by 15<sup>th</sup> of January of the exam year. No request will be entertained thereafter.
- The Heads of schools should give the following alongwith the request –
  - Maximum possible attendance by the student counted from the day of commencement of teaching of Classes X/XII (beginning of the session)
  - Attendance put in by the candidate during the aforesaid period counted upto 1st of January of the exam year.
  - Percentage of attendance of the said candidate.
  - Specific recommendations of the Principal of the school.