



# 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.COORD/REGISTRATION/2020

04.02.2020

Revised

To,  
The Principal  
All Schools  
Affiliated to CBSE

Sub: Issue of Registration Cards for Class IX/XI students for session 2019-2020 - reg.

Madam/Sir,

You are aware that the last date for Registration of students with late fee in Class-IX and Class- XI was 31<sup>st</sup> October, 2019. Accordingly, all schools have submitted data of their students for registration.

Registration of students in both Class-IX and Class-XI is done with the following purposes:-

1. To plan for next year's examinations;
2. To confirm subjects offered and combinations of subjects opted by the students;
3. To provide data to the concerned student in the form of registration cards to confirm the correctness of personal data viz Candidates name and Date of Birth, Mothers'/Fathers' Name by the students and their parent. Also, if there is any mistake, the same could be informed to the CBSE through school for making correction as per schedule fixed for the same.

To make the system more responsive, quick and transparent and to ensure that if any correction is required in the data, the same could be carried out immediately, it has been decided that the Registration Cards for Session-2019-2020 will be provided in the DigiLocker of the student concerned also.

Method of providing Registration Cards will be as follows:-

S.No.	Activity	Schedule
1	School can download the Registration Cards of their students of both Class-IX and Class-XI by logging into school login account.	From 05.02.2020
2	School will provide a printout of Registration Card to respective student with the direction to get the Registration Card signed by the parent and by the student after verification of all the details given in the Registration Card	By 17.02.2020

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"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



3	a. After signature of parent and student, Registration Card will be returned back to the school for signature of the Principal b. In case, data needs to be corrected, student concerned will inform to the school in writing and with supporting documents for making the data correct	By 24.02.2020
4	After signature of Principal, Registration Card will again be handed over to the students with the direction to get it laminated for its safe keeping	By 06.03.2020
5	Based on the request(s) received from the student(s) regarding incorrect data, school will send all such request(s) received by them to the concerned Regional Office, CBSE with all supporting documents, details as recorded in the school's record and recommendation of the school for correction of the data	By 23.03.2020
6	After correction of the data, updated Registration Card of concerned students will be provided to the school for completing the steps mentioned above at S.No.3(a) & 4.	By April,2020
7	a. CBSE will open Digilocker for all the Students of Class-IX and Class-XI. b. Schools will be informed about their login id of DigiLocker c. Registration Cards of all the students of Class-IX and Class-XI of each school will be made available to the students in their DigiLocker. d. DigiLocker can be accessed through the link <a href="http://digilocker.gov.in">http://digilocker.gov.in</a>	By 15.05.2020

Above process will help the Board in issuing the Class-X/XII Admit Cards, passing documents etc. with correct details. CBSE will not make any correction once the Registration Card is issued to the student as students and parents have given the undertaking that the data is correct to the best of their knowledge and belief and no change is required.

You are, therefore, directed to follow the above guidelines strictly.

Yours faithfully,

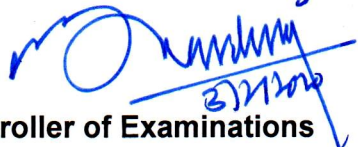
  
(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

Copy to:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16



2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
8. The Director of School and Mass Education, Government of Odisha, Bhubaneswar
9. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
10. The Collector, Department of School Education, Raipur-492001, Chattisgarh
11. The Director of Education, Government of Punjab, Mohali
12. The Director of Education, Government of Maharashtra, Pune
13. The Director of Education, Government of Madhya Pradesh, Bhopal
14. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
15. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
17. The Director General, Integrated HQ of Ministry of Defence(Navy), New Delhi-110011
18. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi-110055
19. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
20. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
21. PPS to Chairperson, CBSE

  
**Controller of Examinations**