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**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI**

An Autonomous Organization under the Union Ministry of Human Resource Development
(Govt. of India)
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

CBSE/ROD/Conf./Data of Teachers/19/2014

01/09/2014

All the Heads of Institutions of
CBSE affiliated Schools under
Regional Office, Delhi

Sub: Mandatory On-line submission of Data of Principal/VP/PGTs/TGTs for evaluation work of Sec. /Sr. Sec. Exam 2015.

Dear Sir/Madam,

I am grateful to you for your co-operation in providing teachers / infrastructure for evaluation work of the CBSE for the 2014 Examination. As you are aware that evaluation is an important and crucial activity in the examination system and the Board appoints CNS/HE/Examiners from the data of teachers provided by the Schools. For the last three years, Regional Office, Delhi is accepting data online and facility for the same is made available **on CBSE Website www.cbse.nic.in which may be filled-in with due care. You can fill up the proforma with your existing username and password which you have used for filling up the details/ List of candidates of Class IX/X/XI and XII students.** While submitting the data on line, the following points may please be taken care of:-

1. The names of teachers who have retired/transferred/left the service should be deleted while the teachers who have recently joined the School must be added in the list.
2. The subject and code of teaching subjects should be correctly checked and mentioned in the appropriate column.
3. The experience of teaching Class X and XII should be mentioned separately in the relevant columns and care should be taken that the teaching experience of X/XII should not be shown together.
4. The residential addresses should be mentioned properly with PIN CODE.
5. It may be ensured that teachers in r/o all the subjects being taught in the School for which the Candidates are being sponsored by the School for 2015 Exams, are included in the statement. In case name of teacher of any particular subject for which the candidates are sponsored for 2015 Exam. is not submitted, the Board may ask for relevant records for not sponsoring the teachers and necessary actions will be taken as per Affiliation/Examination Bye-laws of the Board.

6. The Board, for its different remunerative projects like On Screen Marking, requires subject teachers, having Computer Operating knowledge. Hence, special mention of Computer Operating knowledge of the teacher concerned be made in the appropriate column. provided in the proforma of Data of teachers.
7. Details of guest teachers appointed by Directorate of Education and teaching Home Science and Physical Education in class-XII may also be filled-in in the proforma of Data of teachers.
8. The schools are required to furnish data of all the subject teachers in which the school has sponsored the candidates for 2015 Exam. In case of non-submission, the candidates of the schools will not be allowed to appear in the Examination.
9. The final list of candidates (LOC) will only be accepted along with data bank of teachers of the school.

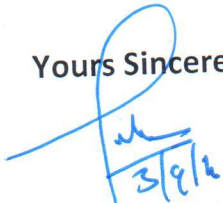
Your attention is drawn to the provisions of Exam/Affiliation Bye- Laws of the Board according to which it is mandatory on the part of the Schools to provide the school building furniture, teachers and other infrastructure for the conduct of Examination, to act as Centre Superintendent/Chief Nodal Supervisor/Head Examiner/Examiner for spot evaluation. Schools not relieving teachers as per the strength of students and subject sponsored for 2015 examination, necessary action will be initiated under relevant laws. Admit Cards will be released to the schools only after Board received full details of teachers from participating Institutions.

I trust you will extend your whole hearted support for the smooth and successful conduct of Board's Sr. /Sec. School Examination, 2015. In case of any query concerning evaluation and Data Bank, please feel free to contact Sh. Shyam Kapoor, Asstt. Secretary(Conf.) on Phone No 22236174.

The data of teachers complete in all respects as suggested above must be submitted on-line latest by 30/9/2014 and hard copy of the same duly attested by the Head of the School to be submitted along-with list of Candidates of Class X/XII -2015.

With regards,

Yours Sincerely


(P.I. SABU)
DIRECTOR (ROD)