



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र”, 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली – 110 092

Central Board of Secondary Education

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

“ SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 092.

CBSE/CU/REGN-2014

Dated: 9th September, 2014

All the Heads of the Institutions affiliated to CBSE

Subject: Registration of Class IX/XI students for 2014-15 – Online

Dear Principal,

In order to achieve optimum accuracy and timely receipt of data pertaining to Registration of candidates of Class IX/XI of your school for the academic session 2014-15, CBSE has extended the facility of online submission of details for Registration.

It may please be noted that **‘As per Examination bye-laws, the subjects offered by the candidate in Classes IX/X and Classes XI/XII should be the same’**. The schools are expected to ensure the correctness of the subjects offered by the candidates and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

Note : It has been observed in the past that there is a variation between subjects offered by the candidate and the subjects being taught. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate.

For Example :

- Subject Offered by the candidate is shown as ‘001’ i.e. **English Elective** whereas the candidate is being taught **‘English Elective-CBSE (Earlier known as Functional English)’**. Therefore, correct subject code should be **‘101’**
- Subject Offered by the candidate is shown as ‘002’ i.e. **Hindi Course A** whereas the candidate is being taught **‘Hindi Course B’**. Therefore, correct subject code should be **‘085’**

For online submission, the link **‘Online Registration of Class IX/XI for 2014-15’** may be clicked in the website www.cbse.nic.in.

The schools need to register themselves before proceeding for online submission. Click on the link **“Register School”**. For registering you may use your **affiliation number** as **user-ID** and **password (Same which you used last year for online registration for IX/ XI/ X and XII)**.

While registering Schools are advised to **change the password** and the **changed password** may be noted for future use and kept confidential to avoid misuse.

The enclosed **“Instructions and Procedure for online submission of details of students for Registration”** may be downloaded and read carefully before start of work.

1. Registration of Students for Class IX/XI has to be made on-line through the website www.cbse.nic.in and it is mandatory to register **all students** of Class IX/XI for academic session 2014-15,.
2. Registration Forms shall not be sent by the Regional Office to the school.
3. For Registration of all Students for academic session 2014-15 for Class IX/XI :
 - a) The schools affiliated with CBSE upto Secondary level (Class X) shall submit the details of **all those students who are on roll** in Class IX for the academic session 2014-15 in the school.
 - b) The schools affiliated with CBSE upto Sr. Secondary level (Class XII) shall submit the details of **all those students who are on roll** in Class IX and in Class XI for the academic session 2014-15 in the school.

4. Fee details and schedule for on-line submission for Registration of students of Class IX/XI :

Amount of Fee to be remitted per Student(**)		Schedule for On-line Submission of details of Student along with the fee	Date for Receipt of Final list of Students in the Regional Office (*)
Schools in India	Schools in Foreign		
Rs.200/- without late fee	Rs 1000/- without late fee	30 th September, 2014	7 th October, 2014
Rs.210/- (Inclusive of late fee of Rs.10/-)	Rs 1050/- (Inclusive of late fee of Rs.50/-)	10 th October, 2014	17 th October, 2014
Rs.220/- (Inclusive of late fee of Rs.20/-)	Rs.1100/- (Inclusive of late fee of Rs.100/-)	20 th October, 2014	27 th October, 2014
Rs.230/- (Inclusive of late fee of Rs.30/-)	Rs.1150/- (Inclusive of late fee of Rs.150/-)	30 th October, 2014	6 th November, 2014

(*) **15 days grace time in place of 7 days for receipt of Final List of Students will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangri sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep and schools in foreign countries.**

In case the dates mentioned above fall on a holiday/ Saturday/ Sunday, next working day shall be applicable.

(**) **Inclusive of Problem Solving Assessment (PSA). PSA will be conducted on 20th November, 2014.**

- The requisite Fee (Registration Fee + Late Fee, if any) shall be made through E-challan/NEFT/RTGS. However, the fee in respect of schools in Foreign countries should be made through Bank Draft drawn in favour of the "Secretary CBSE Syndicate Bank Saving Bank Account No. 90922160000018" payable at Delhi, with a computer generated Challan. School No., School Name and Address, Principal name and phone number should be written on the back of the Demand Draft.
- Final List with students' signature, photograph, signed certificate of Principal and proof of remittance of fees should reach the respective regional offices **within stipulated schedule given above**. One copy of final list be retained by the School as office copy.
- On-line submission shall be closed after the last date and no entry shall be accepted thereafter.
- Names and email-id of contact persons, in case of any query or help regarding online submission can be seen by clicking the link **'Online Registration of Class IX/XI for 2014-15'** in the website www.cbse.nic.in.
- Names and email ids of the Bank Officials are also available on the Board's website. For any query regarding remittance of fee, the schools are advised to contact them.
- For latest updates, please check at Board's website: www.cbse.nic.in

Important	Please refer to the CBSE circular No. 3/10 dated 18/10/2010 and subsequent reminders vide circular No. 88/2011 dated 5/12/2011 and circular No. 08/2013 dated 17/06/2013 requesting all the schools to develop their own website containing comprehensive information about the school and its management. It is mandatory to have school website as per Rule 8.8 (iv) of Affiliation Bye Laws of the Board. You are again requested to develop school website and upload required information before 15 th September of every year. Any school not complying with the instructions, shall be viewed seriously and responsibility would lie with the school Management.
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Yours faithfully,



(K K Choudhury)
CONTROLLER OF EXAMINATIONS

Distribution:

- The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
- The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
- The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.

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 – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110085
9. PS to the Chairman, all the Head of the Departments and Advisors, CBSE
10. Director, Regional Office, Delhi, Regional Director, Regional Office Ajmer and All the Regional Officers of the CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions and ensure that the schools have developed their website.
11. All the Joint Secretaries/ Education Officers/ Research Officer (T)/ Deputy Secretaries/ Assistant Secretaries/ Assistant Education Officers/ Section Officers of the Board
12. The Research Officer (T) with the request to put this circular on the CBSE website.
13. The Public Relation Officer, CBSE
14. The Library and Information Officer, CBSE