



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/PRU/TC/2019

1892

04.10.2019

14/10/2019

To,  
Heads/Principals of all the Institutions  
affiliated to the Board

Subject: Withdrawal of practice of countersigning of the Transfer Certificates and mandatory uploading of scanned copy of T.C.

Sir/Madam,

Please refer to the earlier Circular no. Coord./EC-30.7/2014 dated 26.11.2014, Circular No. CBSE/T.C uploading/2016 dated 01.10.2018 and Circular no. Coord./ROs/Admission-IX-XI/2019 dated 18.07.2019 regarding withdrawal of practice of countersigning of the transfer certificates, mandatory uploading of scanned copy of T.C. on official website of school and T.C. countersigning by the Education Authority of the concerned Board as annexed herewith.

**As already informed to all, the practice of the countersignature of the Transfer Certificates from one CBSE affiliated school to another has been done away with. However, CBSE HQ and Regional Offices are still receiving Transfer Certificates by post and in person for countersign. Non-compliance of CBSE Guidelines on Transfer Certificates Countersign by schools causes huge inconvenience to public and is also a hindrance to facilitate public in this age of digitisation.**

The Schools are therefore, directed to take strict note of the provisions contained in the previous circulars of the Board in this regard in favour of Public.

Yours sincerely

(Anurag Tripathi)  
Secretary, CBSE

Annexure- As above

Copy for information and necessary compliance thereon:

1. All the Principals of the School affiliated to the CBSE.
2. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
3. The Directors, Secondary Education, Department of all States.
4. The Commissioner, Kendriya Vidyalaya Sangthan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.

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CENTRAL BOARD OF SECONDARY EDUCATION



6. The Director, Central Tibetan School Administration. EssEss Plaza, Community Centre. Sector-3, Rohini-85.
7. All HODs/Controller of Exams of CBSE
8. The PPS to Chairperson, CBSE
9. The SPS to Secretary. CBSE
10. The Deputy Secretary (Co-ordination), CBSE, Delhi
11. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi
12. All Regional Offices & COEs of CBSE
13. The PRO. CBSE, Delhi- for due Publicity
14. The Joint Secretary (Technical) Affiliation, CBSE - for uploading circular on CBSE website and further circulation.
15. Guard File.





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**CENTRAL BOARD OF SECONDARY EDUCATION**  
**(An Autonomous Organisation under the Ministry of**  
**Human Resource Development Govt. of India)**  
**SHIKSHA KENDRA, 2, COMMUNITY CENTRE,**  
**PREET VIHAR, DELHI - 110 301**

COORD/EC-30.7/2014

26.11.2014

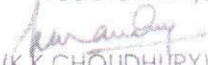
To,  
Heads of all the institutions  
affiliated to the Board

Sir/Madam,

The Examination Committee at its meeting held on 30.7.2014 has resolved that the practice of countersignature of the Transfer Certificates from one CBSE affiliated school to another be done away with, which has also been approved by the Governing Body of the Board at its meeting held on 06.8.2014. Following steps should be adhered to by the Head of the Institution while giving admission to a student coming from another school in a class -

- 1) all the schools affiliated to the Board shall upload scanned copy of the Transfer Certificate(s) issued by them on their official school website;
- 2) all schools affiliated to the Board shall issue the Transfer Certificate as per the format given in Annexure 1 of the Examination Byelaws.
- 3) the schools shall also mention in the Transfer Certificate **AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION** below the name and address of the school alongwith the Affiliation Code No.
- 4) in case of transfer from one CBSE affiliated school to another, affiliation status of the school be verified from the Board's website [cbse.nic.in](http://cbse.nic.in) > e-affiliation > list of affiliated schools as also from the school's website and the affiliation number be recorded on the Transfer Certificate;
- 5) the head of the school shall ensure that the name of the school from where the Transfer Certificate has been issued appears on the Board's website as an affiliated school and does not appear in the List of Disaffiliated Schools;
- 6) the Transfer Certificate shall be countersigned by the Manager/Secretary/Member of the School Managing Committee and the head of the school while forwarding the same to the Board in cases of direct admission and seeking approval from the Board;
- 7) while countersigning it shall be mentioned "Verified from ([cbse.nic.in](http://cbse.nic.in)/source from where verified i.e. website etc.) on [date of accessing the source of verification] that the issuing school's name appears in the list of affiliated schools and does not appear in the list of disaffiliated schools and Countersigned"
- 8) in case of transfer from a school recognized by/affiliated to any other recognized Board, the genuineness of the Transfer Certificate be got ascertained and countersigned from the authority controlling the school, as per past practice;
- 9) in case of doubt/apprehension about the Transfer Certificate, the matter be referred to the Board for clarification.
- 10) school managements shall make all out efforts to admit students having valid Transfer Certificate from a school recognized by/affiliated to recognized Board(s).

Yours faithfully,

  
(K K CHOUDHURY)

CONTROLLER OF EXAMINATIONS

Copy to:

1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi - 110016
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector 3, Rohini, Delhi-85
4. The Additional Director General, Directorate General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi
5. The Deputy Director of Education, Border Security Force, Block - 10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K. Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) - 737101
8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt. Ita Nagar - 791111, Arunachal Pradesh
10. The Director, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida-201 307, District Gautam Budh Nagar, Uttar Pradesh
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. PS to Chairman, CBSE
14. The Director, CBSE, Regional Director Office, Delhi
15. The Regional Director/Regional Officers of the CBSE, Ajmer, Panchkula, Guwahati, Chennai, Allahabad, Bhubaneshwar, Patna, Dehradun & Thiruvananthapuram
16. All the Associate Professors and Addl. Directors of the Academic Unit of CBSE
17. Deputy Secretary(IT), CBSE with a request to upload the circular on the Website.
18. Associate Professor and Addl. Director, CBSE with a request to get the circular printed in the forthcoming issue of CENBOSEC.
19. PRO, CBSE, Delhi
20. The Joint Secretary, Council of Boards of School Education in India, 6H Bigjo's Tower, A-8 Netaji Subhash Place, Ring Road, Delhi - 110 034

CONTROLLER OF EXAMINATIONS





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/T.C Uploading/2018

Dated: 01<sup>st</sup> October, 2018

All the Heads of Institutions  
Affiliated to CBSE

**Sub:- Mandatory uploading of scanned copy of Transfer Certificates on official website of school – regarding.**

Sir/Madam,

The Examination Committee at its meeting held on 30/07/2014 had resolved that the practice of countersignature of TC's from one CBSE affiliated school to another be done away with. Accordingly the steps to be adhered to by the schools have been circulated vide Circular No COORD/EC-30.07/2014 dated 26/11/2014 which is available on Board's website.

It has come to the notice of the CBSE that the steps listed in Circular No COORD/EC-30.07/2014 dated 26/11/2014 are not being adhered to by many of the schools and Transfer Certificates are not uploaded on their website resulting in unnecessary delay in processing of direct admission of Class X & XII in the CBSE.

It is therefore, once again directed that all the schools should compulsorily have their fully functional official website which should be regularly updated. It would be appropriate to mention the last date of updation of website. It is also mandatory on the part of the schools to immediately upload Transfer Certificates on their official school website. The format of TC should be strictly as per the Proforma already provided. All the heads of the schools are requested to adhere to the instructions mentioned in the Circular under reference.

Further, all the schools granting admission should verify status of the Transfer Certificate issued by the previous school affiliated to CBSE from its website before giving admission especially in Class X and XII

Above instructions may please be complied with strictly to ensure hassle free services to the students.

Yours faithfully,

(Dr. Sanyam Bhardwaj)  
Controller of Examinations

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CENTRAL BOARD OF SECONDARY EDUCATION



Coord/ROs/Admission-IX-XI/2019

18.07.2019

To,  
Heads of all Institutions  
affiliated to the CBSE

**Sub: Admission to Class IX or Class XI on account of change of school- reg**

Madam/Sir,

Admission in class IX and Class XI is a natural phenomena as students of schools affiliated to the Board upto Middle Level are seeking admissions in class-IX and students from Secondary Level Schools are seeking admissions in class-XI in other CBSE affiliated schools. Also students of Senior level schools change school in Class XI due to non availability of desired subjects in the previous school.

It has been observed by the Board that many students also change school while they are studying in Class IX or XI in Secondary and Senior Secondary schools on the grounds of shifting of family, better education, distance between residence and school, medical ground, change of Board etc. Even requests are made at the fag end of the academic session for change of school. Last minute shifting of school does not provide conducive educational environment to students, as they are not well acquainted with new classmates and teachers.

In order to enable students to study in conducive environment, Standard Operating Procedures (SOPs) have been developed which are as under and should be followed:

CATEGORY OF ADMISSIONS		FORMALITIES TO BE FULFILLED BY PARENT(S) / SCHOOL AT THE TIME OF SUBMISSION OF CASES OF ADMISSIONS TO THE SCHOOL/BOARD
01	a. Shifting from Middle Level School to Class-IX b. Shifting from Secondary Level School to Class-XI c. Shifting to Class-XI from one Senior Secondary School to another because of non-availability of subjects	(a) to (c) Admission will be given by the admitting schools by fulfilling their requirements as per rules and no permission is to be sought from the CBSE. However, all such admissions should fulfill all criteria of the Examination and Affiliation Bye-Laws of the CBSE.

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02	Shifting because of transfer of parent(s) from present place of posting to another  (Students whose parent(s) are in service)	<ul style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. * Transfer Certificate of previous school.</li> <li>d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.</li> <li>e. Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.</li> </ul>
03	Shifting because of completion of the service tenure of parent(s)  (Students whose parent(s) are/were in service where government accommodation has/had been availed)	<ul style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. * Transfer Certificate of previous school.</li> <li>d. Copy of Relieving Order issued by the office where parent(s) of student was working.</li> <li>e. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules as proof of Local Residence Address.</li> <li>f. Undertaking of relationship, if student concerned will be residing with his/her relatives from the date of provisional admission in new school.</li> <li>g. Any Identity proof of the relative, issued by Central/State Govt.</li> </ul>
04	Shifting of family	<p><b>A. <u>Due to Shifting of Business</u></b></p> <ul style="list-style-type: none"> <li>a. Request of the parent.</li> <li>a. # Report Card of previous class.</li> <li>b. *Transfer Certificate of previous school.</li> <li>c. Proof of old business address</li> <li>d. Change in current account address in bank record.</li> <li>e. Proof of address change with tax authorities.</li> <li>f. Change in TAN Card with updated new address.</li> </ul> <p><b>(B) <u>Due to Joining another organisation/establishment:</u></b></p> <ul style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. *Transfer Certificate of previous school.</li> <li>d. A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.</li> <li>e. Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined.</li> <li>f. Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school.</li> <li>g. Any Identity proof of the relative, issued by Central/State Govt.</li> </ul>



		<p><b>(C) Due to Purchase of House:</b></p> <ol style="list-style-type: none"> <li>Request of the parent.</li> <li>#Report Card of previous class.</li> <li>*Transfer Certificate of previous school.</li> <li>Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.</li> <li>Relevant Documents of Bank/Loan Sanctioning Letter.</li> </ol> <p><b>(D) Due to Rented House:</b></p> <ol style="list-style-type: none"> <li>Request of the parent.</li> <li>#Report Card of previous class.</li> <li>*Transfer Certificate of previous school.</li> <li>Registered Rent Agreement of new rented house.</li> <li>Latest Rent Receipt of new rented House.</li> </ol>
05	Shifting to Hostel	<ol style="list-style-type: none"> <li>Request of the parent.</li> <li>#Report Card of previous class.</li> <li>*Transfer Certificate of previous school.</li> <li>Statement/Declaration of the parent(s) on shifting to hostel with evidences.</li> <li>Certificate from the admitting school to the effect that hostel has been existing from ..... years (No. of years)</li> <li>Fee Payment Receipts of hostel issued by school.</li> </ol>
06	Shifting from Hostel	<ol style="list-style-type: none"> <li>Request of the parent.</li> <li>#Report Card of previous class.</li> <li>*Transfer Certificate of previous school.</li> <li>Statement/Declaration of the parent(s) on shifting from hostel with evidences.</li> <li>Fee payment receipts of hostel issued by previous school.</li> <li>In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences</li> </ol>
07	Re-admission in other school due to Fail in class-IX or Class-XI.	<ol style="list-style-type: none"> <li>Request of the parent.</li> <li>copy of Report Card.</li> <li>*Transfer Certificate of previous school.</li> <li>Reasons to change the school with documentary evidences.</li> </ol>
08	Better Education	<ol style="list-style-type: none"> <li>Request of the parent.</li> <li>#Report Card of previous class.</li> <li>*Transfer Certificate of previous school.</li> <li>Following information from both the schools i.e. Admitting and Leaving.</li> </ol>



		<ul style="list-style-type: none"> <li>• Result of last five years of Board's Examination</li> <li>• Qualifications &amp; Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).</li> </ul>
09	Long Distance	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Justification to be given by parent of student to change school.
10	Medical Ground	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Undertaking by parent about the distance (in kms.) of old as well as new school from the residence. e. Medical Certificate of Government Hospital.
11	Change of Board	a. Request of the parent. b. #Report Card of previous class. c. *Transfer Certificate of previous school. d. Following information from both the schools i.e. Admitting and Leaving <ul style="list-style-type: none"> <li>• Result of last five years of Board's Examination</li> <li>• Qualifications &amp; Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).</li> </ul> e. Justification to be given by parent of student to change Board.

May please note:-

1. All the documents of the previous school should be attested by the Principal of the previous school.
2. #Report Card of previous class clearly mentioning '**Qualified / Passed**' duly attested by the Principal of school.
3. (a) In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied with (CBSE affiliated schools should not send TC to CBSE for verification/countersignature).  
 (b) If Transfer Certificate issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
4. Schools will send all the requests for Class-IX and Class-XI admissions, in ONE GO in the enclosed format. No second request shall be entertained.
5. Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and be sent along with the request:-

Categories	Admission Schedule	Processing Charges
CATEGORY OF ADMISSIONS- S.No 1	As per schedule intimated by the school	No action at the end of CBSE
CATEGORY OF ADMISSIONS- S.Nos 2 and 3	On the receipt of request by the school as per Examination Bye-Laws	---
CATEGORY OF ADMISSIONS- S.No 4 to 10	i) Upto 31st July of the academic session ii) W.e.f. 1st August upto 30th September of the academic session	Rs.1000/- per student
CATEGORY OF ADMISSIONS - S.No 11	As per schedule intimated by the school	Rs.5000/- per student

In order to avoid last minute complications including unwanted stress & strains, following schedule be adhered to:-

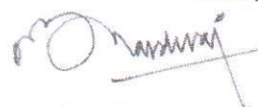
S.No.	ACTIVITY	SCHEDULE FOR SENDING REQUESTS/ DOCUMENTS TO BOARD'S OFFICE
1.	Admission in Class IX/XI	a) As per school's schedule after completing formalities as given above in table for category 1. b) Upto 30th September of the academic year in categories 4 - 11 by the Schools after completing formalities as given above in table for each category.
2.	Schools to compile all such admission cases at 1(b) above in tabular form (separately for Class IX and XI) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at Sl.No.01(b) above i.e. 7 <sup>th</sup> October of the academic session.
3	Regional Office will communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. latest by 7 <sup>th</sup> November of the academic session.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at Sl.No.03 i.e. 15th November of the academic session.
5	Last date for according approvals by CBSE	15th December of the academic session.



6	In case of admissions in Class-IX/XI under categories 2 and 3	<p>a. Upto 30th September of the academic session schedule as at 2 - 5 to be followed.</p> <p>b. For admissions w.e.f. 1st October of the academic session, to be sent to concerned Regional Office so as to reach within 07 days of Admission.</p>
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All schools are directed to read, understand and comply the SOPs strictly. Schools will ensure that all the documents as per requirement are obtained from the student/parent concerned and provided to the concerned Regional Office, wherever required. Schools will also ensure that no student shall be provided admission who is coming from unaffiliated school.

Yours faithfully,



(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS