



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

COORD/SO(Ptg)/LOC/2019

05.4.2019

To,
Heads of all Institutions
Affiliated to the CBSE

Reg: Admission to Class X or Class XII on account of change of school

Madam/Sir,

You are aware that the academic session for all classes is from April to March as per Affiliation Bye-laws. It has come to the notice of the Board that a number of students change school while studying in Class X or XII on the grounds of shifting of family, better education, distance, medical ground, etc. In order to ensure better adaptability to the academic environment of new school, students desirous of changing school may be advised to change school while studying in Class IX or in Class XI. All cases of admission shall be regulated by the relevant rules contained in the Examination Bye-laws.

However, to streamline the process of admission in Class X/XII, Standard Operating Procedures (SOPs) are as under:

CATEGORY OF DIRECT ADMISSIONS		FORMALITIES TO BE FULFILLED BY SCHOOL AT THE TIME OF SUBMISSION OF CASES OF DIRECT ADMISSIONS TO THE BOARD
01	Shifting because of transfer of parent(s) from present place of posting to another (Students whose parent(s) are in service)	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Copy of Transfer Order attested (in blue ink only) by the Office where parent(s) of student joined after transfer. (f) Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.
02	Shifting of family	<u>Due to Shifting of Business</u> (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Proof of old business address

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	<p>(f) Change in current account address in bank record (g) Proof of address change with tax authorities (h) Change in TAN Card with updated new address (i) Receipt of Property Tax/Rent Receipt.</p> <p><u>Due to Joining another organisation/establishment:</u></p> <p>(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined. (f) Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined. (g) Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school. (h) Electricity Bill in respect of the premises of the relative, if he or she is house owner OR two Receipts of Rent, if on rent. (i) Any Identity proof of the relative, issued by Central/State Govt.</p> <p><u>Due to Purchase of House:</u></p> <p>(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (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. (f) Relevant Documents of Bank/Loan Sanctioning Letter.</p> <p><u>Due to Rented House:</u></p> <p>(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Initial Rent Agreement of previous rented house alongwith last Rent Receipt.</p>
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		<p>(f) Registered Rent Agreement of new rented house.</p> <p>(g) Latest Rent Receipt of new rented House.</p>
03	Shifting to Hostel	<p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) Statement/Declaration of the parent(s) on shifting to hostel with evidences.</p> <p>(f) Certificate from the admitting school to the effect that hostel has been existing from years (No. of years).</p> <p>(g) Fee Payment Receipts of hostel issued by school.</p> <p>(h) Proof of Hostel fee transaction i.e. Bank Statement showing debit (from parent's account & credit to the school's account) of both (Parent & School).</p>
04	Shifting from Hostel	<p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) Statement/Declaration of the parent(s) on shifting from hostel with evidences.</p> <p>(f) Fee payment receipts of hostel issued by previous school.</p> <p>(g) In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences</p>
05	Re-admission due to Fail/not appeared in Exams/ Improvement /Compartment	<p><u>Re-admission in same school :</u></p> <p>(a) Request of the parent</p> <p>(b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable.</p> <p><u>Re-admission in other school :</u></p> <p>(a) Request of the parent</p> <p>(b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable.</p> <p>(c) Reasons to change the school with documentary evidences.</p>
06	Better Education	<p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) Following information from both the schools i.e. Admitting and Leaving –</p>

		(i) Result of last five years of Board's Examinations (ii) Qualifications & Teaching Experience of Teachers teaching Class-X/XII of the subjects opted by the student (as the case may be).
07	Long Distance	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Justification to be given by parent of student to change school at this stage.
08	Medical Ground	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Medical Certificate of Government Hospital.

May please note:-

- 1 All the documents of the previous school should be attested by the Principal of the previous school.
- 2 All other documents should be duly attested by the Principal of the admitting school.
- 3 * Report Card of previous class clearly mentioning '**Qualified / Passed**' (on having obtained minimum 33% marks in all five main subjects) duly attested by the Principal of school.
- 4 *(i) In case issued from a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied (CBSE's schools should not send TC to CBSE for verification/countersignature).
(ii) In case issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
5. Schools will send all the requests for Class-X and Class-XII in one go in the enclosed format. No second request shall be entertained.
6. 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 sent alongwith the request:-

CATEGORY OF DIRECT ADMISSIONS- S.No 1	Rs.1000/- per student
CATEGORY OF DIRECT ADMISSIONS- S.No 2 to 8	Rs.5000/- per student

All schools are directed to read, understand and comply the SOPs in toto. School will ensure that all the documents as per requirement are obtained from the

student/parent concerned and provided to the concerned Regional Office. To match the activities of admission with the schedule of submission of List of Candidates following schedule be followed strictly: -

S.No.	ACTIVITY	SCHEDULE
1.	Direct admission of students in Class X/XII	Upto 15 th July, of the academic session
2.	Schools to compile all such admissions cases in tabular form (separately for Class X and XII) 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 i.e. 21 st July, 2019.
3	Regional Office will also communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. latest by 20 th August, 2019.
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. 27 th August, 2019.
5	Last date for according approvals by CBSE	15 th September, 2019 as the last date for submission of LOC with normal fee(without late fee) is 30.09.2019.
6	a) In case of direct admissions after 15 th July based on transfer of parent who is a government employee. b) In case of direct admission within 07 days of declaration of 1 st chance Compartment result by the CBSE.	To be sent to concerned Regional Office so as to reach within 07 days of Admission

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

(Proforma for forwarding Direct Admission cases by School)

Subject : Direct Admission cases during the academic session 20____ - 20____

1. School No. : _____
 2. School Name : _____

3. Details of Direct Admission Cases (Class X / XII): -

Sl. No.	Name of Candidate(s)	Date of Admission (Should be properly mentioned in Admission form also)	Whether Class – IX th / XI th Pass or Failure	Old School name and address	Name of the Board migrating from	Reason for Transfer	Subject change, if any		List of documents attached (As per circular)
							From	To	
1.									
2.									
3.									

4.

	Class IX	Class XI
No. of candidates in current year		

5.

	Class X	Class XII
Present Strength		
No of request(s) received for admission in current session		
No of candidates registered in previous year		
No of candidates appeared in previous year		
Total no. of section		
a. Total No. of Sections allowed by the CBSE		
b. Total no. of Sections existing		
c. No. of subjects approved by CBSE		

6. Class wise total strength in the school

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII

7. Total Rooms available in the school : _____

8. Total Land Area of the school (Sqmts) : _____

9. Subject wise Teachers

TGT			PGT					
Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers
1.			1.			7.		
2.			2.			8.		
3.			3.			9.		
4.			4.			10.		
5.			5.			11.		
6.			6.			12.		

10. Students Strength Class-wise and Section-wise

IX		X		XI		XII	
Sections	Total no. of Students	Sections	Total no. of Students	Sections	Total no. of Students	Sections	Total no. of Students
A		A		A		A	
B		B		B		B	
C		C		C		C	
D		D		D		D	
E		E		E		E	
F		F		F		F	
G		G		G		G	
H		H		H		H	
I		I		I		I	

It is certified that in respect of above mentioned candidate(s) proposed by the school for direct admission in Class X / XII:-

- All the enclosed documents have been personally checked and verified by the undersigned in each case.
- Affiliation status of the previous school has been checked and found correct.
- The case(s) are fulfilling the clause 6, 7.3/7.5, 8 & 12 of the Examination Bye-Laws.
- Number of candidate(s) sponsored by the school for the ensuing exam are within the limit prescribed by the Affiliation Unit.
- Students are not from any unaffiliated school and they are regularly attending the classes.

In case, if the above information is found false or incorrect at any time, CBSE may take necessary action against the candidate(s) including cancellation of their admission and may initiate disaffiliation process against the school.

Date : _____

Signature : _____

Name of Principal : _____

School Name : _____

School No. : _____ Affiliation No. : _____

Seal : _____