

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)



CBSE/Coord/2020

Dated :27.11.2020

To,
The Principal/Head of All Schools
Affiliated to CBSE

Sub: Corrections in Registration of Class IX/XI students for session 2020-21

Madam/Sir,

You are aware that the last date for submission of Registration of Class IX/XI for session 2020-21 was 19.11.2020 with normal fees and 28.11.2020 with late fees for both classes-IX and XI. Correctness of students' data is of highest importance as data of Registration is used for:

1. Issuing Registration card to the students
2. Filling LOC next year in class X/XII

It was desired from the schools that candidates' data uploaded in Registration be 100% correct. This year, sending of hard copy to Regional Office has also been done away with. However, after last date of submission of Registration data, some schools have requested for correction in data. Looking into the requests made by the schools, as one time measure, **the link for making corrections in the Registration data will be opened w.e.f. 03.12.2020 (Thursday) to 10.12.2020(Thursday).**

Following may please be noted by the schools/ candidates/parents for needful action:-

1. Schools can make the correction online in all fields.
2. Subject codes should be chosen correctly and especially in the following subject codes be chosen correctly
3. In Class—IX : Hindi —A (002), Hindi —B(085), Urdu A(003), Urdu B(303).
In Class—XI : Hindi Core(302), Hindi Elective(002), English Core(301), English Elective(001) Sanskrit Core(322), Sanskrit Elective(022), Urdu Core(303), Urdu Elective(003).
4. Complete change of name of candidate will not be permitted. Only correction will be allowed.
5. In case any student is left, his/her name could be added. However, late fee will be paid online as applicable earlier. Schools will ensure that student to be added is their own student.
6. CBSE will record all the corrections made by the schools and if it is observed that data has been fiddled with, action will be taken against the school as per Affiliation Bye-Laws.

In case of vital data viz candidates name, father's name, mother's name & Date of Birth of the candidates, following has been suggested:

- a. Students must give the expanded name of self and Father/ Mother/Guardian. No abbreviations be given. In case abbreviations are given & at a later date, full name is required, Board will not entertain any such request.

Contd.....2/-



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



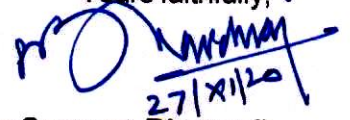
- b. May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar and Passport etc.
- c. Mention the name of mother and father as it is in their official/Govt record. Nick name or name through which they are known as in their family may not be mentioned.
- d. They will anticipate the requirement of the surname as when visiting abroad, it may be required by the visiting country to have both name and Surname in Passport and in educational documents.
- e. Their Date of Birth is as per Date of Birth certificate and as per school record.

The data of registration of Class-IX/XI will be made available for submission of LOC next year for the classes-X/XII. Hence, schools will ensure correct data during registration. All schools are therefore requested to ensure that the corrections, if any, are to be made during permitted period only. Print out of the corrections made be taken by the school for their records and kept safely. There is no need to send correction slips to the concerned Regional Office.

It is informed that no corrections, whatsoever, will be entertained by the CBSE after expiry of correction facility pertaining to Registration of class IX/XI for session 2020-2021.

It is expected from the Principals that they will read the circular carefully, understand the same for implementing correctly to avoid future complications.

Yours faithfully, .



(Dr Sanyam Bharwaj)
Controller of Examinations