



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/Reg/112510/2019

08th August, 2019

To
The Principal / Head
All Schools Affiliated to CBSE

Subject: Registration of Class IX/XI students for session 2019-2020

Madam/Sir,

In its efforts to streamline the processes related to examinations in a time-efficient manner by providing sufficient time for all activities in schools and in the Board, it has been decided to advance the process of Registration of Regular students of Class IX/XI. Accordingly, the process of Registration has started from **08.08.19 (Thursday)**. You can reach to link - www.cbse.nic.in/newsite/reg2019.html for registrations.

Following actions are desired to be taken for registration of students: -

1. There are many new information without understanding the same, schools will not be able to fill the Registration data correctly. Hence, it is requested that Principal should read this circular personally and understand the same.
2. As per Notification No. CBSE/Rectt Cell/RO Jurisdiction/2019/2836-2935 dated 24.1.2019, the Board examinations for Class X and XII in the year 2020 will be conducted through 16 Regional Offices of the Board. This has necessitated changing school codes. New school codes have been intimated to all the schools by the concerned Regional Offices. Schools are directed to use only **new school codes** in all correspondence henceforth with the Board. Addresses of the New Regional Offices are contained in **Annexure 5**.
3. Only those students shall be allowed to appear for class X/XII Examination to be held in February/March/April 2021 whose names would be submitted through the online process of Registration.
4. **Schools should ensure that: -**
 - (i) Students being sponsored are their own regular and bonafide students
 - (ii) No bonafide students' name is left unsponsored
 - (iii) Students are not from any unauthorised/unaffiliated schools
 - (iv) Students are regularly attending classes in your school
 - (v) Students are not registered with some other School Education Board.

In this context please see provisions in para 14.2 under the Affiliation Byelaws, 2018, which are as follows:

“It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.

- 14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.
 - 14.2.2 No affiliated school shall present the candidates to the Board’s examination who are not on its rolls.
 - 14.2.3 No affiliated school shall present the candidates to the Board’s examination who are enrolled in an unaffiliated School/Branch.
 - 14.2.4 No affiliated school shall present the candidates to the Board’s examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board’s examination.
 - 14.2.5 Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
 - 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only.”
5. Further, to ensure compliance of Examination and Affiliation Bye-Laws, a letter no.CBSE/CE/PS/2019 dated 08.04.2019 has been issued to the Management of the schools and the copy has been marked to the Principals. Compliance of this letter may be ensured strictly ANNEXURE-1.
 6. All schools need to ensure that rules of the CBSE are being followed in true sense for registration of Candidates, availability of class rooms and the teachers. In a section 40 students are allowed, and pupil teacher ratio is 1:30. **Further, number of sections cannot exceed the number of sections permitted by the Board.**
 7. All CBSE affiliated schools are required to register themselves before proceeding for online submission. Schools must use the ‘Affiliation Number’ as user ID, already available with them.
 8. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining school code and password, after which schools are advised to change the password for future use and keep it confidential to avoid misuse. Maintaining the safety of the password shall be the sole responsibility of the school.
 9. Board is extending several exemptions/concessions to candidates with disabilities as defined in the “The Rights of Persons with Disabilities Act 2016” In this context, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board is available at link-<http://cbse.nic.in/newsite/attach/CWSN%20April%202019.pdf>.

Features of this year's Online Registration system are as under: -

1. Before proceeding for Registration of students, existing schools shall have to update the data on OASIS.
2. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be shown as TGT/PGT to ensure appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, classes taught need to be clearly filled in by the schools.
3. It may be ensured that the **full names of all the teachers shall be filled in** the OASIS. Abbreviations should not be used.
4. New Schools have to first enter the information on the OASIS portal. The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students afterwards.
5. As per Rule 6.1(a)(iii) of the Examination Bye-Laws, school shall ensure that the student, while seeking admission in a class, satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the School is located.
6. **Schools are requested to fill in full name of the candidate, mother, father/guardian. Abbreviations should be avoided as they create problems for the students' in future.**
7. Class IX/XI examinations have to be conducted internally by the schools.
8. All Independent Schools situated in India have to deposit Sports Fee of Rs.10,000/- alongwith registration fee. This fee will be collected through the Online system by default. No separate sports fee is required to be sent by the schools situated in India to concerned Regional Office.
9. As per Circular No. CBSE/ Dir.(Training & Skill Edu)/ 2019 dated March 09,2019 Circular No. 13/ 2019 relating to In-service Trainings of Principals and Teachers, the Board in compliance to the provisions of NCF and RTE-2009 has recently amended its affiliation Bye-laws which in addition to making a minimum of 5 days of in-service training programmes per year of teachers mandatory (chapter 16 of the affiliation byelaws), further stipulates that every School shall remit to the CBSE such fee for training of teachers and Principals as prescribed by the Board from time to time (clause 16.4.2 of the affiliation byelaws). Accordingly, each of the private independent school affiliated to CBSE is required to pay a minimum Training Development fee of Rs 10,000 (schools located in India) / Rs.50000 (schools located abroad) annually to CBSE from the session 2019-20 onwards. Online system will automatically add the sports fee with registration fee.
10. Schools can complete the registration process by individual entry or uploading filled in excel file provided by the online registration system.

11. Schools shall have to upload the photographs and signature of their bonafide students in Class IX/XI registration before final submission. Correct procedure for uploading of the photographs and signature is given in Annexure-2. The Hardware, software and manpower requirements in schools for effective use of CBSE's IT Applications/Portals is given in Annexure-3.
12. For Class-IX (Skill) and Class-XI (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, CBSE shall take following action:
 - (i) Candidates will not be allowed to appear in the examination in those subject(s) in Class X/XII and would be treated as not eligible.
 - (ii) Disaffiliation proceedings shall be started against the school.
13. Board has prescribed scheme of studies which is available in the Curriculum on the link <http://cbseacademic.nic.in/curriculum.html> for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.
14. In accordance with the Scheme of studies, Board has prescribed list of valid/invalid combination of subjects. School should check the combination of subjects before filling in the subjects in the LOC as per Annexure 4/1(for Class IX/X) and 4/2(for Class XI/XII).
15. Details of all students should be submitted only in one lot for each fee slab. Partial submission of data will be not allowed in a fee slab. Meaning thereby, in each slot only one list of the students will be accepted
16. In case of refund of payment, schools should contact the Regional Office concerned.
17. Schools are required to send the signed copy of finalized data of Registration of class IX/XI to concerned Regional Office only. Schools are advised not to send it to CBSE, Preet Vihar, Delhi. **It may be noted that data must be uploaded correctly, because from this year onwards, no updation of data from the hard copy of the Registration will be permitted by the CBSE. Uploading correct data will be the responsibility of the schools.**
18. On-line submission shall close at 5.00 PM on the designated dates. Schools are, therefore, advised to complete the online submission well in time to **avoid the possibility of slow connection/failure to connect to server on account of heavy load on internet on the penultimate day or because of any other basis.**
19. In the event of any difficulty, concerned Regional Office may be contacted as per jurisdiction/contact details given in Annexure 5.

Efforts for correct data: -

It has been observed that students after passing Class X and Class XII are making request to the CBSE to make the corrections/changes in their personal data viz- their name, date of birth, name of their mother and father and to issue revised Educational Documents. Their requests are found to be based on several excuses. These requests are quite difficult to accept by the Schools as well as by the CBSE as these could lead to creation of new identity.

CBSE has therefore decided that from the current Class IX (2019-2020) who would appear in Class X in 2021, schools should brief/guide these students about the importance of correct data and precautions to be taken by the students while getting themselves registered in CBSE in Class-IX. CBSE is also making efforts and several checks so that no request from this batch onwards is received by the CBSE for correction of data. In this regards, CBSE will be taking following measures: -

1. Request the schools to bring into the notice of the students that how correct data is to be provided for registration.
2. Registration details will be provided to the students and the parents in the form of registration card by the school to confirm correctness of details.
3. List of Candidate (LOC) will be based on the data provided in Registration record. Parents will sign the LOC as a confirmation of the correctness of data.
4. Undertaking about correctness of data on Admit Card by candidate and parent.
5. Parents will sign an undertaking at the back of the Class X and XII certificate that they have checked the data and found correct.

Accordingly, schools are requested to guide the students in the following manner:-

- a. Students must give the expanded name of Self and Father / Mother/Guardian. No abbreviations be given.
- 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.
- e. Their Date of Birth is as per Date of Birth certificate and as per school record.
- f. Students should describe their name in full i.e no abbreviated form shall be accepted.

While uploading data, schools will be responsible for ensuring the following: -

1. Spelling of name of student/mother/father/Guardian is correct and is as per Admission & Withdrawal Register maintained by the school. It may be ensured that **full name of the candidate/mother/father/guardian be filled to avoid corrections in the future and avoid hardship to the candidate. Abbreviations should not be used.**
2. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
3. Subject combinations are correct and as per Scheme of Studies.
4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:
 - (i) in Class - IX : Hindi – A (002), Hindi – B(085), Urdu A(003), Urdu B(303), Mathematics Standard(041), Mathematics Basic(241).
 - (ii) 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).

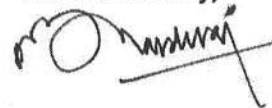
Submission of data in OASIS:-

1. Schools will also submit data in OASIS without any penalty till 30.9.2019.
2. After 30.09.2019, penalty as applicable in 2018 shall be imposed.

It is expected that the schools will read the guidelines carefully, collect the correct data of the students & submit the same also correctly. Their efforts in uploading correct data will help in providing correct subject Question Papers to the candidates & also in providing documents with correct particulars.

For any queries call at CBSE Helpline No. 1800-11-8002 between 9.30 AM - 5.30 PM on all working days.

Yours faithfully,



(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Fee for Registration in Class IX/XI

Fee Slab	Registration Fee to be remitted per Student in INR		Schedule for On-line registration of Students	Last date for receiving of duly signed copy in Regional Office
	Schools in India	Schools Abroad		
Without late fee	300/- per student	For Class-IX 500/- per student For Class-XI 600/- per student	08.08.2019 to 15-10-2019	31.10.2019
With Late fee	300/- + 2000/- * = 2300/-	For Class-IX 500/- + 2000/-* = 2500/- For Class-XI 600/- + 2000/-* = 2600/-	16.10.2019 to 31.10.2019	15.11.2019

*Late fee