

17th September 2019

Dear Parents,

Those students who are presently studying in Class IX have to be registered with CBSE for their Board Examination in March 2021. The School had sent a Registration Form to the parents with details of the Child as per the school records. We have received all the forms from parents and the registration process has begun from the school office.

The CBSE has issued a circular dated 11th September 2019 with the subject 'Registration of Class IX/XI students for session 2019-2020'. The circular states that Schools are requested to fill full name of the candidate, Mother, Father/Guardian. It also states that abbreviations should be avoided as they create problems for students in future. Please find attached the circular for your reference.

It is hereby reiterated that parents are requested to go through the CBSE circular and are requested to contact the school office for any help or queries regarding the same. The last date for any such corrections will be Friday, 11th October 2019.

Please note, no corrections will be possible once the students are registered with CBSE in Class IX. No corrections will be possible in Class X.

Thanking you,

Principal



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/COORD/2019

11.09.2019

To,
The Principal/ Head All Schools
Affiliated to CBSE

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

Madam/Sir,

Your attention is invited to circular no. CBSE/Reg/112510/2019 dated 08.08.2019 wherein at Sr. No. 6 of page 3 it has been stated that "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".

It is clarified as under:-

1. Many requests for correction in the name of candidate, mother, father/guardian i.e., from abbreviated name to full name and adding of surname etc. are being received by the CBSE from the students after passing Class X and Class XII to meet the requirements of Foreign Universities and Passport etc.
2. Accordingly, instruction has been issued for filling in full name of candidate, mother, father/guardian during the registration of student for Class IX only.
3. It may be noted that above said instructions are not for Class X, XI and XII.
4. The students of Class IX only will provide the details i.e., name in full form so that no such request from the batch of current Class IX is received by the CBSE, once these candidates pass out of Class X / XII.
5. In Class X List of Candidate, the name of candidate, mother, father/guardian will be same as mentioned in registration in Class IX.
6. As Class XI students have already been issued Marksheet cum Passing Certificate in Class X, hence, they will mention their details in Class XI Registration in accordance with the Class X details.
7. The students of Class XII will also give the details in List of Candidates based on the information provided in Class X to ensure that their personal data of both Class X and XII are consistent with each other.
8. Schools will guide the students and their parents, and will also take all necessary action accordingly, while filling the Registration forms for Class IX and XI and List of Candidates of Class X and XII.

Yours faithfully,


(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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