



# CENTRAL BOARD OF SECONDARY EDUCATION

## REGIONAL OFFICE, DEHRADUN

99 KAULAGARH ROAD, DEHRADUN (UK) – 248001

PH: 0135-2757733, 2757744, FAX: 0135-2757766,

E-mail: [roddn.cbse@gmail.com](mailto:roddn.cbse@gmail.com)

RO/DDUN/CCE/2016

Date: 24.09.2016

To,  
The Principals/Heads of the Institutions  
All Affiliated Schools under jurisdiction of CBSE,  
Regional Office, Dehradun

### **Sub: Instructions regarding pass criteria of IX/XI and direct admission in Class X/XII**

Dear Sir/Madam,


This office receives correspondence from the Schools for direct admission in Class X and XII. It is observed that up-gradation policy and pass criteria for promoting students from Class IX to X and XI to XII is not being followed due to lack of proper knowledge and/or negligence in following Board's guidelines in this regard. The Board had to face legal complications due to negligence on the part of some schools last year on this issue. The Board has been regularly reminding the schools for following the Examination Bye-Laws and other guidelines issued from time to time but there seems no seriousness and some of the institutions are not following the instructions and sending cases without completing the formalities.

In order to have a proper check on such practices the Board reiterates that the Examination Bye-Laws Clauses 6, 7.2, 7.3, 7.4, 7.5, 40.1(vi) and 41.1(v) and guidelines issued by the Board vide its circulars (copy enclosed) detailed as under may also be scrupulously followed by all schools:-

- i. For Class X- Letter no. COORD/EC-14.01/2013 dt. 08.08.2013 regarding mandatory appearance in the Summative Assessments and the percentage of marks required to qualify the assessments.
- ii. For Class XII- Letter no. CBSE/ASC/112518 dt. 31.03.2016 regarding instructions regarding pass criteria of IX/XI and admission in Class X/XII
- iii. For direct admissions in Class X/XII there is provisions to consider the cases basing on shifting of family from one place to another or transfer of parents and thus this office requires submission of direct admission cases with documents duly attested by the head of the institutions:
  - a) Application for admission for admission to be granted
  - b) Transfer Certificate (T.C) issued by previous school duly countersigned by the concerning Examining Body in case from outside CBSE system.
  - c) Progress report of qualifying Class IX & XI by the candidates and registration number.
  - d) Copy of Transfer orders of parents or original affidavit as proof on account of actual shifting of family/ house from one place to another with valid reasons.
  - e) Declaration by the Head of the institution in the prescribed format already sent by this office.

Therefore, All the Heads of the schools under this region are requested to follow the above rules/guidelines in promotion policy in classes IX and XI and for admission in Class X and XII. Incomplete cases will not be considered and consequences thereto school will be held responsible. In spite of above instructions, if any such case is reported or come to notice of this office, same will be viewed seriously and necessary action as deemed fit will be taken against defaulting schools.

Yours faithfully ,

  
(RANBIR SINGH)  
REGIONAL OFFICER



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-14.01/2013

08.08.2013

To,  
Heads of all the institutions  
affiliated to the Board

Reg: **MANDATORY APPEARANCE IN THE SUMMATIVE ASSESSMENTS AND THE PERCENTAGE OF MARKS REQUIRED TO QUALIFY THE ASSESSMENTS**

Sir/Madam,

The Examination Committee at its meeting held on 14.01.2013 duly ratified by the Governing Body in its meeting held on 22.01.2013 has resolved as under with regard to **MAKING IT MANDATORY FOR APPEARING IN SUMMATIVE ASSESSMENTS AND THE PERCENTAGE OF MARKS REQUIRED TO QUALIFY THE ASSESSMENTS w.e.f. the academic session 2013-2014 in Class IX and 2014-2015 in Class X. The modalities are as under:**

- i) it would be mandatory for a student to appear in both the Summative Assessments in both Classes IX & X;
- ii) in case of non-appearance in Summative Assessments on grounds of illness, one more chance to appear in the SA 1 may be given upto 31<sup>st</sup> October in Class IX. For SA 2 in class IX the chance for improvement of performance be allowed as circulated vide Diary No. CE/CBSE/ACAD/CCE/2010/April 03, 2010 Circular No.11(A) within a period of one month from the date of declaration of the result;
- iii) In case of non-appearance in Summative Assessments on grounds of illness, one more chance to appear in SA 1 may be given upto 31<sup>st</sup> October in Class X. SA 2 of Class X be held only as per the schedule given by the school/datesheet published by the Board in the month of March. EIOP for SA 2 in class X be conducted as per Rule 42(i)(b) of the Examination Byelaws i.e. by the Board in July/by the schools by July;
- iv) student would have to obtain atleast 25% marks in the Summative Assessments(both the SA 1 and SA 2 taken together) to be eligible to qualify the examination i.e. atleast 15 marks out of 60 marks and total 33% in each of the five subjects of scholastic area, as per the present practice;
- v) in respect of students participating in sports at national/international level, exemption from appearing in any one of the Summative Assessments may be granted subject to prior approval of the Board provided the student will be participating in sports at national or international level organized by recognized federations/CBSE/SGFI and being held during the month of the conduct of the Summative Assessment. In such case, the marks obtained in one SA shall also be indicated for the 2<sup>nd</sup> SA by the Board. The school shall fill in the relevant field with **ZERO(0) marks**. In the hard copy remark be given against such student supported with necessary document. As regards attendance requirement, school may take action as per rule 14 of the Examination Byelaws. However, efforts be made by the school to give them one more chance to appear in the SA 1 upto 31<sup>st</sup> October in Class IX/X and for SA 2 upto 31<sup>st</sup> March in Class IX.

You are requested to disseminate the information to all concerned and act strictly in accordance with the modalities stated above.

Yours faithfully,

(M.C. SHARMA)

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-201307, 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 Regional Director, CBSE, Regional Director Office, Delhi
15. The Regional Officers of the CBSE, Ajmer, Panchkula, Guwahati, Chennai, Allahabad, Bhubaneswar & Patna
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

**CONTROLLER OF EXAMINATIONS**



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र”, 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली – 110301

### CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110301

No.CE/CBSE/ACAD/CCE/2010/

April 03, 2010

Circular No.11(A) / 2010

All the Heads of the Institutions  
Affiliated to CBSE

#### **Subject : Class IX Summative Assessment II – Eligibility for Improvement**

Dear Principal

This is in continuation of our circular no.40/29.9.2009 regarding introduction of Grading at Class IX and X from the Academic Session 2009-10. As per above circular, the Board has discontinued the practice of declaring ‘Compartment’ or ‘Fail’. Further, it has also been informed that candidates who have obtained Grade ‘E1’ or ‘E2’ are required to improve their performance in subsequent five attempts.

Given below are the guidelines with regard to eligibility for improvement of performance in class IX:

- i) The students of class IX who have obtained Grade ‘E1’ or ‘E2’ in one or more subjects excluding additional subject may be allowed to improve their performance in 2<sup>nd</sup> Summative Assessment through subsequent ONE ATTEMPT and such students would not be eligible for getting admission in class X till they improve their performance.
- ii) Although, it is true that for Class X examination we have decided to allow the students to appear for improvement of their performance in one or more subjects through subsequent FIVE ATTEMPTS yet in class IX keeping in view the administrative difficulties of the schools it has been decided to allow only ONE CHANCE for improvement of performance.
- iii) As intimated earlier, question papers for improvement examination in class IX would be set by the schools themselves on the lines of the question papers provided by the Board earlier for Summative Assessment and one chance of improvement of performance is to be given preferably within a period of one month from the date of declaration of the results by the schools.

Yours faithfully,

(M.C. Sharma)  
Controller of Examinations



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

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“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110301

#### Copy to :

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016
2. The Commissioner, Navodaya Vidyalaya Samiti, A – 28, Kailash Colony, New Delhi
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector – 9, Chandigarh – 160017
5. The Director of School Education, Govt. of Sikkim, Gangtok, Sikkim – 737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791111
7. The Director of Education, Govt. of A & N Islands, Port Blair – 744101
8. The Director, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector – 3, Rohini, Delhi – 110085
9. All the Regional Officers of CBSE with the direction to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE
11. The Joint Secretary (IT) with the request to host this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. EO to Chairman, CBSE
14. PA(s) to all HODs, CBSE

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# केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

(भारत सरकार, मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संगठन)

(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)

www.cbse.gov.in

Phone: 011 22420400

शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली -110301

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

CBSE/ASC /112518

31.3.2016

To,

Heads of all the Institutions affiliated  
to the Board as Private/Unaided schools

**Sub: Instructions regarding pass criteria of IX/XI and admission in class X/XII.**

Sir/Madam,

You are aware that the Board, through its Examination Bye-laws has stipulated the criteria for declaring a student pass in Class IX/XI as also the criteria for admitting students in **Classes IX to XII.** It has been observed that in certain cases, the schools are issuing the School Leaving/Transfer Certificate in Class IX/XI mentioning **PROMOTED TO CLASS X/XII** whereas on perusal of the Report Card, the student has been shown obtaining less than 33% marks in two or more subjects meaning thereby that the student has not passed Class IX/XI hence is not eligible for admission to **Class X/XII.** It has also been observed that in certain cases, the schools while giving direct admission in Class X/XII overlook the criteria of the student having passed the previous class and gave admission.

As per the rules schools giving direct admission in Class X/XII have to seek post facto approval from the Board. **The fact that a student is a failure of previous class comes to light in the CBSE only when it scrutinizes the Report Card of the previous class. The Board is then constrained not to permit the student to continue in Class X/XII in accordance with Rules 7.3 and 7.5 of the Examination Bye-laws which puts undue stress on the student(s) as also the school(s).**

In order to avoid such situations, all the Private/Unaided schools are requested to:

1. adhere to the passing criteria enumerated in Rules 40 and 41 of the Examination Bye-laws for Class XI & IX.
2. Report Card issued to the students of Class IX/XI should categorically state whether the student has qualified/not qualified the class and is eligible/not eligible for seeking admission in Class X/XII;
3. school(s) admitting students in Class X/XII shall ensure from the Report Card whether the student being admitted is eligible for the class for which admission is being sought;

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4. in addition to the Report Card of previous class, the school giving admission in Class X/XII shall also procure from the student, School Leaving/Transfer Certificate issued by the previous school, in accordance with Circular No. CBSE/EC-30.7/2014 dated 26.11.2014 on Countersigning of TC ;
5. schools shall obtain post facto approval from the Board within one month of such admissions in accordance with Rules 7.3 and 7.5 of the Examination Bye-laws;
6. while sending the request for obtaining post facto approval, schools are requested to send following document to CBSE Regional Office to avoid undue correspondence:
  - i) Report Card of the previous class (duly attested copy)
  - ii) School Leaving/Transfer Certificate duly attested copy)
  - iii) Reason for changing the school in Class X/XII
  - iv) Documentary evidence in support of the reason for changing the school
7. Schools are requested to admit only the number of students as is permissible in accordance with Affiliation Bye-Laws of the Board.

Yours faithfully,



**(K. K. Choudhury)**  
**CONTROLLER OF EXAMINATIONS**



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(An Autonomous Organisation under the Ministry of  
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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 on 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
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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

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