



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/Coord./2018/

Dated: 05.11.2018

To

The Heads of
all Institutions affiliated to CBSE

Subject: Teacher's data for appointment for examination and evaluation related activities - 2019

Madam/Sir,

Your attention is invited to this office circular dated 26.10.2018 on the subject cited above wherein you are requested to take the following steps during checking and updating teacher's data.

1. Delete the name of teachers who are not on rolls of the school
2. Add names of teachers who are on the rolls of the school
3. Update the subject being taught by each teacher
4. No. of years of teaching experience as Principal/Vice Principal/Head Master/Head Mistress/PGT/TGT etc. as the case may be.

In addition to the above, you are also requested to update the following:

Bank Details

- i) Subject Taught in Class X-I (Subject 1)
- ii) Subject Taught in Class X-II Subject 2)
- iii) Subject Taught in Class XII-I Subject 1)
- iv) Subject Taught in Class XI- II Subject 2)
- v) Ward Appearing in Class X 2019
- vi) Ward Appearing in Class XII 2019
- vii) Medium of Evaluation

Before taking printout, kindly ensure that data is absolutely correct.

Printout of the data i.e. hardcopy should be sent to the concerned Regional Office so as to reach the Regional Offices within 07 days of submission of data duly signed by the teacher's concerned and countersigned by the Principal.

Kindly note that the last date for uploading of data is 30.11.2018. It is therefore, to be ensured that above said activity is completed by the last date to enable the CBSE to appoint functionaries in required numbers for conduct of practical examinations, conduct of theory examinations and timely completion of evaluation.

Your personal intervention will certainly be valuable for quality conduct of examinations.

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

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