Govt. of NCT of Delhi: Directorate of Education
Examination Cell, Room No. 222-A
Old Secretariat, Delhi-110054

No.DE.5(31)/Exam/2005/1072-1075
Date: 30/8/2012

// CIRCULAR //

Sub: Online Registration of Class IX/XI Students with CBSE for Academic Session 2012–13.

Please find enclosed herewith a copy of the CBSE Letter No. CBSE/CU/REGN-2012 dated 31.7.2012 on the subject cited above. As per circular the facility of online registration was made available from 1st August 2012. Last date for online submission of details of student is 15th September 2012 and last date for receipt of final list of students along with prescribed Fee in the Regional Office is 22nd September 2012.

All the HOSs might have completed the online registration of students of classes IX & XI. If not, they are directed to complete the said work before the stipulated schedule to avoid imposition of penalty by CBSE. They are further directed to follow the prescribed instructions/procedure for "online submission of details of students for registration". In case of default, CBSE may impose penalty upon the heads of concerned schools and it may not waive off the same.

Encl: As above.

(DR. SUNITA S. KAUSHIK)
Addl. DE (Exam)

All Heads of Govt./Govt. Aided Schools through MIS.

Copy to:
1. All RDEs/DDEs/EOs/DEOs through MIS.
2. ADE (IT) to get it placed on website of Directorate of Education.

(SAVITA YADAV)
ADE (Exam)
Subject: Registration of Class IX/XI students for 2012-13 - Online

In order to achieve optimum accuracy and timely receipt of data pertaining to Registration of Class IX/XI of your school for the academic session 2012-13, CBSE has extended the facility of online submission of details for Registration. The facility shall be made available from 1st August, 2012.

It may please be noted that ‘As per Examination bye-laws, the subjects offered by the candidate in Classes IX/X and Classes XI/XII should be the same’. The schools are expected to ensure the correctness of the subjects offered by the candidates and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

Note: It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate.

For Example, :
- Subject Offered by the candidate is shown as ‘001’ i.e. English Elective whereas the candidate is being taught ‘Functional English’. Therefore, correct subject code should be ‘101’
- Subject Offered by the candidate is shown as ‘002’ i.e. Hindi Course A whereas the candidate is being taught ‘Hindi Course B’. Therefore, correct subject code should be ‘085’

It may also be noted that vide Board’s Circular CBSE/ACAD/AEO(AHA)/2012 No. Acad-27/2012 dated June 27, 2012, the Board has discontinued the practice of providing Blue Print, Sample Question Papers and Marking Schemes in classes IX and X w.e.f. Summative Assessment-II of 2012-13. However, sample Questions will be provided.

The enclosed “Instructions and Procedure for online submission of details of students for Registration” may be downloaded and read before start of work.

For online submission, the link ‘Online Registration of Class IX/XI for 2012-13’ may be clicked in the website www.cbse.nic.in. The schools need to register themselves before proceeding for online submission.

Click on the link “Register School”. For registering you may use your affiliation number as user-ID and password (Same which you used last year for online registration for IX/XI and XII).

While registering Schools are advised to change the password and the changed password may be noted for future use and keep it confidential to avoid misuse.

1. For academic session 2012-13, Registration of Students for Class IX/XI has to be made on-line through the website www.cbse.nic.in and it is mandatory to register students of Class IX/XI.
2. Registration Forms shall not be sent by the Regional Office to the school.
3. Registration of Students for Class IX/XI (2012-13):
a) The schools affiliated with CBSE upto Secondary level (Class X) shall submit the details of those students who are on roll in Class IX for the academic session 2012-13 in the school.

b) The schools affiliated with CBSE upto Sr. Secondary level (Class XII) shall submit the details of those students who are on roll in Class IX and in Class XI for the academic session 2012-13 in the school.

4. Fee details and schedule for on-line submission for Registration of students of Class IX/XI:

<table>
<thead>
<tr>
<th>Amount of Fee to be remitted per Student(***)</th>
<th>Schedule for On-line Submission of details of Student</th>
<th>Date for Receipt of Final list of Students along with Fee in the Regional Office (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.200/- without late fee</td>
<td>15th September, 2012</td>
<td>22nd September, 2012</td>
</tr>
<tr>
<td>Rs.210/- (Inclusive of late fee of Rs.10/-)</td>
<td>30th September, 2012</td>
<td>7th October, 2012</td>
</tr>
<tr>
<td>Rs.220/- (Inclusive of late fee of Rs.20/-)</td>
<td>15th October, 2012</td>
<td>22nd October, 2012</td>
</tr>
<tr>
<td>Rs.230/- (Inclusive of late fee of Rs.30/-)</td>
<td>30th October, 2012</td>
<td>6th November, 2012</td>
</tr>
</tbody>
</table>

(*) 15 days grace time in place of 7 days for receipt of Final List of Students will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep and schools in foreign countries.

In case the dates mentioned above fall on a holiday/ Saturday/ Sunday, next working day shall be applicable.

(***) Inclusive of Problem Solving Assessment (PSA).

5. The following Steps 1 to 10 may be followed in sequence for online submission of Details:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Activities for Registration of Class IX and Class XI</th>
<th>Nature of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration of Schools</td>
<td>Online</td>
</tr>
<tr>
<td>2</td>
<td>Updation of School Details</td>
<td>Online</td>
</tr>
<tr>
<td>3</td>
<td>Login</td>
<td>Online</td>
</tr>
<tr>
<td>4</td>
<td>Preparing details of Students for Registration</td>
<td>Offline/Online</td>
</tr>
<tr>
<td>5</td>
<td>Checklist Printing of Registered Students</td>
<td>Online</td>
</tr>
<tr>
<td>6</td>
<td>Correction of Registered List of Students, if any</td>
<td>Online</td>
</tr>
<tr>
<td>7</td>
<td>Finalisation of Data</td>
<td>Online</td>
</tr>
<tr>
<td>8</td>
<td>Submission of Fee Details</td>
<td>Online</td>
</tr>
<tr>
<td>9</td>
<td>Printing of Final List of Registration of Students</td>
<td>Online</td>
</tr>
<tr>
<td>10</td>
<td>Submission of students’ Details along with Fee to Regional Office by Post</td>
<td>Manual</td>
</tr>
</tbody>
</table>

- Schools shall take Final list of students submitted.
- Once Final list is generated, no more addition, deletions or corrections can be made on this data.
- The Schools shall firmly affix recent high contrast passport size preferably black & white photograph of the students which clearly indicates the name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.4.2012) with gum/fevicol (not to be pinned or stapled) in the space provided against student’s information and obtain signature of the student in the space earmarked for it.
- Demand draft for the Requisite Fee (Registration Fee + Late Fee, if any) shall be made in favour of the Secretary, Central Board of Secondary Education, CBSE drawn on any Nationalized Bank payable at the place of Regional Office of the Board under whose jurisdiction the school is located.
- School No., School Name and Address, Principal name and phone number should be written on the back of the Demand Draft.
Final List with student's signature and photograph along with Demand draft and duly filled and signed Certificate of Principal should reach the concerned 'Regional Officer', Respective Regional Office of the Board within stipulated schedule given above.

A photocopy of the Final printout with Student's signature and photograph should be retained by the School as office copy.

6. On-line submission shall be closed after last date and no entry shall be accepted after the last date.

7. Receipt of final List of Registered Students shall be acknowledged by the Regional Office only after the receipt of fee in the shape of Demand Draft as per the schedule given on the web-site.

8. In the interest of their own students, Schools are advised to start submitting details on-line as per Instructions given on the website www.cbse.nic.in and take necessary steps so that computer generated details along with fee in the shape of Demand Draft reach Regional Office before the last dates and to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam.

9. Please take print-out of the instructions and procedure given on the web-site www.cbse.nic.in and read them carefully before submission of details of student for Registration.

10. Names and email-id of contact persons, in case of any query or help regarding online submission can be obtained by clicking the link 'Online Registration of Class IX/XI for 2012-13' in the website www.cbse.nic.in. For latest updates, please check at Board's website: www.cbse.nic.in

Yours faithfully,

(M C SHARMA)
CONTROLLER OF EXAMINATIONS