// CIRCULAR //

Sub: Online Entry of Enrolment of Classes III to XII for CPSA-1 / Summative Assessment-1 / First Terminal Examination for Academic Session 2016-17

All the Heads of Govt. & Participating Govt. Aided Schools are directed to submit online enrolment of students of Classes III to XII for CPSA-I / Summative Assessment-1 / First Terminal Examination, by 12.08.2016 positively. The link for the same is available in Student Module on DEL E.

Enrolment for class VI to VIII should be filled separately for ‘Nishtha’ and ‘Pratibha’ groups.

For the correction in enrolment (if any) option of editing is also available at school level till the final submission.

Besides online submission, the hard copy of the enrolment duly verified by Examination In-charge & HOS is also to be submitted to the concerned Zonal Coordinator by 16.08.2016.

All Zonal DDEs / Zonal Coordinators are also hereby directed to submit the compiled hard copies of the enrolment of their respective zone to the Examination Branch by 17.08.2016 positively. DDE (Zones) are further directed to make the changes if any, in the data at school level. Only corrected data in the compiled form need to be sent to Exam Branch. There is no need to submit the hard copies of school level to the Examination Branch.

All Distt. DDEs may ensure that enrolment from all the Govt. and participating Govt. Aided Schools of Morning shift, Evening shift & General shifts under their zones have been filled for classes III to XII and submitted to the Examination Branch. Supply of Question Papers to schools will be done strictly as per the compiled hard copies submitted by the Zonal Coordinator / DDE (Zone) concerned.

All the data must be filled carefully & checked thoroughly by the Examination In-charge as well as by the HOS. In case of any error in the enrollment, the penalty will be imposed as per circular no. DE.5/43/04/2013-14/Exam/1553-1558 dt. 13.07.2015

(SUNITA S. KAUSHIK)
ADDL. DE (EXAM)

Copy to:

1. All RDEs/DDEs (District)/ DDEs (Zone) through DEL E for necessary action.
2. ADE (IT) to get it placed on DEL E.
3. PS to Secretary (Education).
4. PS to Director (Education).
5. Guard File.

(SAVITA DRALL)
DDE (EXAM)