



केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

CENTRAL BOARD OF SECONDARY EDUCATION

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

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CBSE/CE/2021/

Dated:16.03.2021

To

All the Principals/Heads of Institutions
Affiliated Schools, CBSE

SUBJECT: EASE OF DOING BUSINESS IN ISSUING DUPLICATE DOCUMENTS

Madam/Sir,

CBSE is issuing several documents to the students after passing Class X and XII, as proof of passing these classes and their performances in each subject.

CBSE has a provision of issuing duplicate educational documents in case they are misplaced or mutilated because of any reason, lost, stolen etc. There is no bar to limit of number of duplicate Marksheets and Migration Certificates. However, in case of duplicate passing certificate, only limited number of copies could be issued.

Existing process for issuing duplicate passing certificate is as follows:

1. A request with all particulars to be sent to concerned Regional Office, CBSE
2. Attestation of the request application form by Principal/Gazetted Officer is required
3. Notification is to be published in the two National Dailies regarding loss of documents
4. Payment of applicable fee

Looking into the initiative taken by the Government of India for ease of doing business for the citizen of the country, following proposals has been approved by the Examination Committee, CBSE in its meeting held on 15th December, 2020 and its minutes were approved in the Governing Body Meeting held on 23rd December, 2020:-

1. Only an application with complete details is to be submitted to the concerned Regional Office, CBSE.
2. A copy of the valid photo identity card like Aadhaar Card, Driving License, Voter Card, Bank Pass Book etc. to be submitted.
3. Payment of prescribed Application fee

With this decision, now, attestation of the application form by the Principal/Gazette Officer and notification in two National Dailies has been done away with.

Contd...2/-

