



To
All the Heads of Institutions
Affiliated to CBSE Under the
Jurisdiction of Vijayawada Region

Dated: 07 June, 2023

Sir/Madam,

Sub: - Mandatory uploading of scanned copy of Transfer Certificates on official website of school – regarding.

With reference to the subject cited above, while going through the requests for direct admission cases It has come to the notice that the schools are not adhering to the Circular Nos COORD/EC-30.07/2014 dated 26/11/2014, CBSE/TC Uploading/2018 dated 01/10/2018, CBSE/PRU/TC/2019/1692 dated 14/10/2019 and Transfer Certificates are not uploaded on their website resulting in unnecessary delay in processing of direct admission of Class X & XII in the CBSE.

It is therefore, once again directed that all the schools should compulsorily have their fully functional official website which should be regularly updated. It would be appropriate to mention the last date of updation of website. It is also mandatory on the part of the schools to immediately upload Transfer Certificates issued by their school on their official school website. The format of TC should also be strictly followed as per the Performa already provided. All the heads of the schools are requested to adhere to the instructions mentioned in the Circular under reference.

Further, all the schools granting admission should verify status of the Transfer Certificate issued by the previous school affiliated to CBSE from its website before giving admission especially in Class X & XII and copy of the screenshot of school website of the school concerned showing TC issued/uploaded should be enclosed along with SOP Performa for direct admission.

Above instructions may please be complied with strictly to take immediate necessary action by this office. Your Co-operation in this regard is important to us.

Yours faithfully,

Meenu Joshi
07/06/2023
(MEENU JOSHI)
REGIONAL OFFICER

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CENTRAL BOARD OF SECONDARY EDUCATION, Regional Office, Vijayawada

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