

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL

IISJ/PRL/514/2017-18

21st March 2018

CIRCULAR

NO ATTESTATION/COUNTER SIGNATURE REQUIRED ON TRANSFER CERTIFICATE FROM ONE CBSE SCHOOL TO ANOTHER CBSE SCHOOL

This is to bring to the notice of all parents that as per CBSE letter NO: COORD/EC-30.7/2014 dated 26.11.2014 the practice of countersignature of the Transfer certificate from one CBSE affiliated school to another is done away with. Schools affiliated to the Board shall upload scanned copy of the Transfer Certificate issued by them on their official school website. For more details please refer the above letter on CBSE website/ IIS Jubail School Website.

Shameer
PRINCIPAL 21.3.18



c.c to:

1. Chairman
2. V.Ps
3. H.Ms



CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of
Human Resource Development Govt. of India)
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI – 110 301



COORD/EC-30.7/2014

26.11.2014

To,
Heads of all the institutions
affiliated to the Board

Sir/Madam,

The Examination Committee at its meeting held on 30.7.2014 has resolved that the practice of countersignature of the Transfer Certificates from one CBSE affiliated school to another be done away with, which has also been approved by the Governing Body of the Board at its meeting held on 06.8.2014. Following steps should be adhered to by the Head of the Institution while giving admission to a student coming from another school in a class –

- 1) all the schools affiliated to the Board shall upload scanned copy of the Transfer Certificate(s) issued by them on their official school website; 
- 2) all schools affiliated to the Board shall issue the Transfer Certificate as per the format given in Annexure 1 of the Examination Byelaws.
- 3) the schools shall also mention in the Transfer Certificate AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION below the name and address of the school alongwith the Affiliation Code No.
- 4) in case of transfer from one CBSE affiliated school to another, affiliation status of the school be verified from the Board's website cbse.nic.in > e-affiliation > list of affiliated schools as also from the school's website and the affiliation number be recorded on the Transfer Certificate;
- 5) the head of the school shall ensure that the name of the school from where the Transfer Certificate has been issued appears on the Board's website as an affiliated school and does not appear in the List of Disaffiliated Schools;
- 6) the Transfer Certificate shall be countersigned by the Manager/Secretary/Member of the School Managing Committee and the head of the school while forwarding the same to the Board in cases of direct admission and seeking approval from the Board;
- 7) while countersigning it shall be mentioned "Verified from (cbse.nic.in/source from where verified i.e. website etc.) on (date of accessing the source of verification) that the issuing  school's name appears in the list of affiliated schools and does not appear in the list of disaffiliated schools and Countersigned"
- 8) in case of transfer from a school recognized by/affiliated to any other recognized Board, the genuineness of the Transfer Certificate be got ascertained and countersigned from the authority controlling the school, as per past practice;
- 9) in case of doubt/apprehension about the Transfer Certificate, the matter be referred to the Board for clarification,
- 10) school managements shall make all out efforts to admit students having valid Transfer Certificate from a school recognized by/affiliated to recognized Board(s).

Yours faithfully,


(K K CHOUDHURY)

CONTROLLER OF EXAMINATIONS