केंद्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
(भारत सरकार, मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत संगठन)
(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)
शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली –110092
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

www.cbse.gov.in

CBSE/ASC/112496/ Teacher/ EX18/   Dated: 17th October, 2017

Principal/Head of the Institutions
Affiliated to the CBSE

Subject: Online Submission of Teachers Data-2018 Examination

Sir/Madam,

The Process for Online submission of data of Principal, Vice Principal/Headmaster, Post Graduate Teachers, Trained Graduate Teachers and PETs working in CBSE affiliated schools has been started from 17th October 2017. This database will be used for the Board Examination 2018. All CBSE affiliated schools are requested to proceed for submission of the data. They have to use the given password and Affiliation Number as user ID already available with them. Recently affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password.

Following has to be ensured while providing data by the schools:-

- Data of Principal, Vice Principal/Headmaster, PGTs, TGTs & PET (regular /on probation) should be included in the database. Details of Guest/Adhoc/Contractual teachers appointed as PGTs/TGTs/PETs in Govt. School on yearly/ contract basis by State Govt/Directorate of Education only may also be included.

- System will Auto-generate the list of teachers added by the school in previous year (if any). This list should be modified so that the names of teachers who have superannuated / left the service/have been transferred to other school should be deleted from the already existing database; while the teachers who have recently joined the school must be added in the list.

- Bank details of the teachers are also required to be provided to enable this office to transfer the amount of remuneration, if any, to the respective bank account of teacher.

- School will also be requested to provide Aadhaar Number of Teachers.

- School should ensure that details of all teachers for subjects being taught in the school at X/XII level are included in the database. The experience of teaching Class X and XII should be mentioned separately in the relevant columns.

- The residential address of teacher should be mentioned properly with PIN CODE, mobile number and email Id.

- For its various projects, the Board requires subject teachers having knowledge of computer operations also hence appropriate column be also filled in where proficiency in computer has been asked.

- The online data entered by the schools last year will be shown on the website which schools can edit/modify. Schools can update the data only through ONLINE ENTRY option. Data filling in downloadable excel file is not available in this module.

- As per Examination Bye-laws the school shall be required to provide the declaration from teacher that no ward of that teacher is appearing in the Board's examination of class X/XII. Appropriate entry in this regard must be made in the online form.

- Schools should ensure that data sent by them is authenticated and accurate in all respects, as the same database will be used by the Board for various activities. Board will not be responsible for any error in the data.

- There is an option of "FINALISE" data. Schools should finalize the data after ensuring data filled is error free.

- After finalization, print copy of the data should be signed by the teachers concerned against their name and thereafter by the Principal of the School with stamps etc.

- Duly completed and signed list should be sent to the concerned Regional Office of CBSE so as to reach within 7 days from the last date of submission of the online data but not later than 7th December 2017.

Last date for submitting the data online is **17th November 2017**. For any queries, schools may contact respective Regional Office or CBSE Helpline No. **1800-11-8002** between 9.30 am and 5.30 pm on all working days.

(K.K. CHOUDHURY)
CONTROLLER OF EXAMINATIONS

For any technical query or help in this regard, contact following:

Regional Office	Jurisdiction of States	For any technical query regarding On line submission
Regional Office-Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110 092.	NCT of Delhi, Foreign Schools	Ms I Margaret Catherine, Joint Secretary (IT), E-mail: rodlicu@gmail.com 011-22236195 , 011-22236180
Regional Office - Chennai Central board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040. Tamil Nadu	Andhra Pradesh, Telangana Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry	M. Vijaylakshmi Asstt. Programmer In addition to M Paramasivan, Superintendent, rochennai@cbse.gov.in Tel.91-44-26164608, 91-44-26162264 Mob:91-9498043510 Fax:91-44-26162212
Regional Office - Thiruvananthapuram Central board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004, Kerala	Kerala, Lakshadweep	Mr. P MEERAN MYDEEN Project Associate rotrivandrum.cbse@nic.in Tel:91-471-2534404/2534496 Fax:91-471-2534406 Mob: 07736299542
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near SankardevKalakshetra), Panjabari, Guwahati-781037 Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram.	Md. Fida Hussain Assistant Programmer Mob: 09401822334 roguwahati.cbse@nic.in Ph: 0361-2334661 (Direct) EPABX NO.: 0361-2331995, EXT.- 30 Fax No.: 0361-2330992
Regional Office-Ajmer Central Board of Secondary Education, TodarmalMarg, Ajmer-305 030 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	**Mr. Prasad Ranjit Lakhraj Assistant Programmer**, roajmer.cbse@nic.in Tel:91-145-2634114 (Online Technical Queries) 2634119- (IX/XI Registration Queries) 2634118- (Class X LOC Queries) 2634117- ((Class XII LOC Queries) 2634102 Fax: 91-145-2421543
Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134152 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T.of Chandigarh	Mr. J K Jain Assistant Secretary (IT) ropanchkula.cbse@nic.in Tel:91-172-2585193/2583547/2585577 Mobile : 08699126066 Fax:91-172-2585163
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Station, M.G. Marg , Civil Lines, Allahabad-211 001, Uttar Pradesh	Uttar Pradesh except Western Uttar Pradesh Districts	Mrs Harshikha Gupta, Assistant Programmer, roallahabad.cbse@nic.in MOBILE NOS. : 9454081800 DIRECT LINE : 0532 – 2400434 EPABX LINE :Tel:91-532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:91-532-2408977 (Timings 09:00 a.m. to 06:00 p.m.on all working days)

Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttrakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijnour, Bulandshahr, , GautamBudh Nagar(Noida), Ghaziabad, Hapur, J.P.Nagar/Amroha, Meerut, Muradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli	Mr Krishan Murari Assistant Programmer, roddn.cbse@nic.in Tel: 013-2757744, 2753250 (Extension-205) 0135-2753251, 2753248 (Extension-205) Mob No. 7579214383
Regional Office-Bhubaneswar Central Board of Secondary Education, 6th Floor, AlokBhartiComplex, Saheed Nagar, Bhubaneshwar-751007. Odisha	West Bengal, Odisha, Chhattisgarh	Mr. Faraz Khalid, Jr. Asst. (Computer Cell), rocbsebbsr@rediffmail.com, robhubaneshwar.cbse@nic.in Tel:91-0674-2548426,2542312, 2548212(Extn 129) FAX:-0674-2547312, Helpline Mobile No.-9853246315
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna-800014,Bihar	Bihar, Jharkhand	Mr Ajay Mishra, Assistant Programmer, ropatna.cbse@nic.in Tel:91-612-2295048,2295008,2295080
For Vocational Courses Central Board of Secondary Education, ShikshaSadan, 2 Community Centre, PreetVihar, Delhi - 110092	All Regions	Dr. Biswajit Saha Additional Director (Vocational Education) addldirector.cbse@gmail.com addldir.voc@gmail.com 011-22527184, 22421435, 22527173, 22421438, 22421437, 22527183.