



Regional Officer

फैक्स Tele Fax: 0145-2421543

फोन Phone: 2627460

Confidential Section

फोन Phone: 0145-2634122

E-mail : [roajmer.cbse@nic.in](mailto:roajmer.cbse@nic.in)

[Confidential.cbseajmer@gmail.com](mailto:Confidential.cbseajmer@gmail.com)

## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(क्षेत्रीय कार्यालय)

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

टोडरमल मार्ग, अजमेर 305030 (राजस्थान)

### **CENTRAL BOARD OF SECONDARY EDUCATION (REGIONAL OFFICE)**

(An autonomous Organization under the Union MHRD, Govt. of India)

**TODARMAL MARG, AJMER- 305030 (Raj.)**

पत्रांक

No: CBSE/RO (Ajm)/Centre fixation / Exam-2018/

दिनांक

Dated: 09/08/2017

**URGENT  
BY SPEED POST**

All the Head of the Institutions affiliated to  
CBSE under jurisdiction of the Regional Office  
AJMER.

Sub: Fixation of Examination Centre & Bank Custodian details for AISSE/AISSCE-2018.

Sir/Madam,

The Board intends to express its gratitude for the excellent co-operation extended by all the schools associated with Ajmer Region for smooth and fair conduct of Examination and for timely declaration of Result.

Please find enclosed proforma of Fixation of Exam Centre, Appointment of Centre Superintendent and Bank Custodian Proforma for storage of Question papers. It is mandatory for each school to fill this proforma completely and return back to this office immediately. While filling the proforma, the following points requires special attention for providing necessary information for Fixation of Examination Centre:-

1. The names of 05 nearby CBSE affiliated schools and their respective distance (in Km.) from your school so that while fixation of centre for your students all measures may be considered to avoid any inconvenience to all corners (Refer Sl. No. 5 of enclosed proforma).
2. The actual infrastructure details i.e. availability of rooms/ furniture etc. of the school so that appropriate no. of students could be allocated to your school (Refer Sl. No.6 of enclosed proforma).
3. The name, designation and experience of five senior most PGTs of your school who can be considered for appointment as Centre Superintendent at other examination centre in the city or outside. While recommending names it must be ensured that none of the blood relation (Son, daughter, brother, sister, nephew, niece and grand children etc.) is appearing in the Board's Examinations 2018. (Refer Sl. No.9 of enclosed proforma)
4. The details of nearby city/town (District) alongwith their respective distance (in Km.) from your school/city. This information shall be required for appointing the teachers recommended by you as Centre Superintendents (Refer Sl. No. 10 of enclosed proforma).
5. Certificate of Custodian nationalized Bank for storage of Question Paper Packets for Secondary and Senior School Certificate Examination 2018. Extension counters of nationalized bank located in School campus is not acceptable.

In case there is no student being sponsored by your school for Board's AISSE/AISSCE 2018 please send NIL Report to this office for record, since it is compulsory as per Affiliation Bye-laws to provide school infrastructure and personnel for Board's Examinations.

You are requested to submit the duly filled enclosed proforma to this office latest by 31<sup>st</sup> August, 2017. This shall enable us for smooth conduct of 2018 examination.

Encl: as above.

Yours faithfully,

(INDERJEET SINGH)  
REGIONAL OFFICER







4. Name of the Exam Centre where the students of your School were appeared in :-

i. 2016

ii. 2017

Whether your school was fixed as Board Examination Centre in 2017 Exam. Yes  No.

If yes, please mention the No. of Candidates accommodated at your Centre X  XII  Total

(Have you faced any difficulty during the examination 2017 Please send your representation separately with justification)

5. For allotment of Exam Centre for your School, please mention 5 nearby CBSE affiliated Schools where the candidates of your school may appear in Board Exam.

Sl. No.	Name and Address of School	Distance from your School (in Kilometer)	Conveyance is available (Yes / No)
1.			
2.			
3.			
4.			
5.			

6. (a) Whether your school is suitable to be fixed as Board Examination Centre?

Yes  No

(b) If no, why? .....

(c) If yes, the no. of candidates that can be accommodated .....

(d) No. of Rooms / desks available in the school for examination purpose Rooms  Desks

(e) Whether proper electricity arrangements are available in School Yes  No

7. Name of the subject(s) for which facilities are available to conduct practicals.

1. .... 2. .... 3. ....  
4. .... 5. .... 6. ....

8. Whether the school has hostel facilities? Yes  No

(a) If yes, from which class : .....

(b) Whether Boys or girls only or both boys & girls : .....

9. Name 5 (five) experienced and responsible Senior Most-PGTs, in order to Seniority who wish to act as Centre Superintendent at Board Examination Centre in the city or outside the city. It may be kept in view at the time of recommendations of their names that their near relation should not be appearing at the Examination 2018 of the Board. They are to be relieved without fail, if appointed.

Sl. No.	Name of PGT (s) (Seniority Wise)	Designation/ Subject(s)	Mobile No.	Teaching Experience (in years)	E-mail I.D.
1.					
2.					
3.					
4.					
5.					

10. For appointment of centre supdt. specially for self centres, Please mention nearby district with distance in Kms.

Sl.	Name of District nearby	Distance in Kms. from Your School / District
1.		
2.		
3.		

Date : .....  
Place : .....

Signature of Principal  
(With Rubber Stamp of school)

Note :-

A. Please return this proforma duly filled in by Speed Post immediately in the name of Regional Officer, Central Board of Secondary Education, (Regional Office), Todarmal Marg, Ajmer-305 030 (Rajasthan).

B. Person once appointed as Centre Superintendent at a centre shall have to accept the assignment.

Note :- Under no circumstances request of refusal at any stage shall not be accepted.





**PROFORMA FOR STORAGE OF QUESTION PAPER PACKETS**

An undertaking to be obtained from the Nationalised Bank and send to the Regional Office of Central Board of Secondary Education, Todarmal Marg, Ajmer 305 030 (Raj.)

1. I ..... undertake the responsibility to store and provide safe custody to the question paper packets for Secondary & Senior School Certificate Examination 2018 pertaining to (Name of the School) .....  
..... School No. .... Bank will deliver the question papers to persons authorised by the Board as per instructions communicated by the Board.
2. In the event of Bank holiday, strike, or lock out in the Bank, I, Bank Manager will ensure that the question paper packets for the day of Examination are delivered to the Centre Supdt. or his / her authorised person and that under no circumstances the Examination will be postponed on this account.

**Note :** Please don't delete any of the column given above.

Complete address in all respect  
(in block letters) for sending the  
question paper packets to the Bank

.....  
.....  
.....  
.....

Pin Code ..... State .....

IFSC Code of the Branch .....

MICR Code of the Branch .....

Telephone No. of the Bank with STD Code

Bank Tele No. ....

Bank Fax No. ....

Bank e-mail id .....

.....

Manager (Off) Tele No. ....

Manager (Res.) Tele No. ....

Manager Mobile No. ....

Manager e-mail id .....

.....

Residential Address of the Bank Manager

.....  
.....  
.....  
.....  
.....

Pin Code ..... State .....

(Signature of the Bank Manager)

.....

(Name of the Bank Manager in Block Letters)

(Rubber Stamp of the Bank)

**N.B. :** For storage of question paper packets in the Nationalised Banks, the Regional Office of the Board at Ajmer will pay in case centre is only for class-X the Board will pay Rs. 8000/- (Eight thousand only), and Rs. 12000/- (Rupees twelve thousand only) if centre is for both X and XII.(to all the banks except Syndicate / Canara Bank). In respect of Syndicate & Canara Bank, the Payment will be made to their HQrs. by CBSE Head Office, Delhi as per agreement with their management. This payment is for the entire Examination period including compartment Examination and will be released automatically once X and XII exams. are over.