

Regional Officer

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# 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 SI. 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 SI. 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 SI. 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 SI. No. 10 of enclosed proforma).
- 5. Certificate of Custodian nationalized Bank for storage of Question Paper Packets for <u>Secondary and Senior School Certificate Examination 2018.</u> 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



# CENTRAL BOARD OF SECONDARY EDUCATION

(Regional Office) Todarmal Marg, AJMER - 305 030 (Raj.)

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# **PROFORMA EXAMINATION 2018**

#### ALL FIELDS ARE MANDATORY TO BE FILLED

All India Senior School Certificate Examination, 2  Name or State	School Code No				
Affiliation No.	Name of District				
Affiliation granted upto (Secondary/Sr. Secondary)					
	ress and Pin Code (Strictly in Block Letters only) as pe				
PRINCIPAL NAME :					
SCHOOL NAME :					
ADDRESS :					
and the second s					
	PIN CODE:				
(Distance in Kms from) Nearest Bus Stand	Railway Station				
Internet facility available : Yes	No No				
Contact Details (Please furnish with STD Codes)					
i. School Tele No.					
ii. Principal's E-mail Id					
iii. School e-mail id/Fax No.					
iv. School Website Address					
v. Principal's Tele. No. (R)					
vi. Principal's Mobile No.					
2. Name / Address / Telephone Nos. of the Pre STD Codes :	esident / Manager / Controlling Authority of School wit				
i. Name					
ii. Address					
	PINCODE:				
iii. Tele No. (Off)					
iv. Tele No. (Res.)					
v. Fax No. (With STD)					
vi. Mobile No.					
vii. E-mail id.					
No. of Candidates the School is Sponsoring for	or 2018 Examination				
AISSE (X) + AISSCE (X	*				

i. 20		xam Centre where the	2 2		1944	
ii. 20	17		*		entre .	
/hether you	r schöo	was fixed as Board Exar	nination Centre in 2	2017 Exam. Ye	š	No.
yes, please	e mentic	n the No. of Candidates a	accomodated at yo	ur Centre X	XII	Total
		lifficulty during the examinat		_	ation separately w	ith justification)
. For all	otment	of Exam Centre for you	our School, pleas	e mention 5		
Ė	tile cai			AIG EAGIN	Distance from	
SI. No.		Name and Address of School			your School (in Kilometer)	available (Yes / No)
1.		* 4				
2.					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
3.			. 0.		4	
4.			• •		10%	
5.						
. (a) Wi	nether	your school is suitable t	<del></del>	ard Examination	on Centre?	5 K 10
(b) If r	no, why	Yes	No L			· · · · · · · · · · · · · · · · · · ·
Control of the Contro		no. of candidates that	can be accommo	dated		
(d) No	of Roc	ms / desks available in th	e school for exami	nation purpose	Rooms	Desks
120 50		roper electricity arrangem			Yes	No
		subject(s) for which faci			racticals.	9
					6	
3. Wheth	er the s	school has hostel faciliti	es? Yes		No [	
		m which class		:		
(b) W	hether	Boys or girls only or bo experienced and respo	th boys & girls		order to Seniorit	
as Cer	itre Sur	perintendent at Board E	xamination Centr	e in the city or	outside the city	. <u>It may be kept</u>
view a	t the tim	ne of recommendations ion 2018 of the Board.	of their names the	<u>at their near re</u> ieved without	lation should no fail, if appointe	ot be appearing d.
	armica	OH ZOTO OF HIS BOSTO.			Teaching	
SI. No.		Name of PGT (s) (Seniority Wise)	Designation/ Subject(s)	Mobile No.	Experience (in years)	E-mail I.D.
<u> </u>		(Serionty Wise)	- Jubject(3)		(III years)	
1.						
3.						
4.						
5.						
	pointm	ent of centre supdt. spec	cially for self centr	es, Please me	ention nearby dis	strict with distan
in Kms	S.					
SI.	Nam	e of District nearby	Dista	ance in Kms. I	rom Your Scho	ol / District
1.						
2.		<del> </del>				·
3.	L					
Date :			(4)			nature of Princip
Place :					(With Rubber	Stamp of school
Note :-		(1)	by Coand Deat !	modiately in th	a name of Book	onal Officer Cont
Board	of Seco	this proforma duly filled in ndary Education, (Region	al Office), Todarma	al Marg, Ajmer-	305 030 (Rajasti	nan).
3. Perso	n once	appointed as Centre Su	perintendent at a	centre shall ha	ave to accept th	e assignment.

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

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### BANK CUSTODIAN PROFORMA FOR STORAGE OF QUESTION PAPERS

#### NOTE:

- Certain additional precautions for proper and safe custody of question paper packets in the 1. Nationalised Banks were taken by the Board in previous years. The question paper packets are to be kept in the nearby Nationalised Bank. An undertaking to the effect that the Bank is prepared to undertake the responsibility and ensure safe custody of question paper packets may please be obtained and send to this office.
- The Custodian Bank should not have an extension counter / Branch Working in the premises 2. of the school for conduct of any Examinations of the Board.

The following information may also be given-Please state if Syndicate / Canara Bank is available near the school. If so, please mention full address with Pincode. Name i. ii. Address PINCODE Name of the Bank where safe custody of question paper packets can be arranged (undertaking to (b) be obtained in the proforma from the Bank) i. Name ii. Address **PINCODE** Approximate time required for taking delivery of the question paper packets from the Bank, availability (c) of the conveyance and Distance between the school to Bank in Kilometers. i. Time Conveyance ii. iii. Distance Name of the custodian where the Question paper packets of 2017 Exam. were kept in the safe custody. Are they prepared to keep same in their custody for 2018 Examination also.

Signature of Principal Date: ..... (With Rubber Stamp of School) Place: .....

## 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, Aj	mer 305 030 (Raj.)
and provide safe custody to the question pap Examination 2018 pertaining to (Nam	undertake the responsibility to store per packets for Secondary & Senior School Certificate e of the School)  Bank will deliver the
	Board as per instructions communicated by the Board.
the question paper packets for the day of	cout in the Bank, I, Bank Manager will ensure that Examination are delivered to the Centre Supdt. or circumstances the Examination will be postponed on
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	Residential Address of the Bank Manager
₽	
· · · · · · · · · · · · · · · · · · ·	
Pin Code State	
IFSC Code of the Branch	
MICR Code of the Branch	Pin Code State
Telephone No. of the Bank with STD Code	
Bank Tele No	
Bank Fax No.	
Bank e-mail id	·
	(Signature of the Bank Manager)
Manager (Off) Tele No	
	(Name of the Bank Manager in Block Letters)
Manager (Res.) Tele No	
Manager Mobile No	· ·
Manager e-mail id	
	(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.