



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

URGENT

No.RO/CBSE/PA/PKL/2023

Dated: 27.04.2023

All the Principals of School(s) affiliated to CBSE
under Jurisdiction of Panchkula Region.

Subject: Admissions to the Students without obtaining Transfer Certificate-reg.

The School(s) affiliated to the CBSE are expected to adhere to the Examination as well as Affiliation-Bye-Laws of the Board and also necessary instructions/directions issued by the Board from time to time.

In this connection, it is to inform you that in case of admission of a student from one School to another, the School is required to obtain transfer certificate and report card at the time of admission. The Examination-Bye-Laws rule 8.3 clearly stipulates that 'if a student applying for admission to a School, has attended any other School, an authenticated copy of the Transfer Certificate from his last School must be produced before his name can be entered in the Admission Register.

It has come to the notice that some Schools are giving admissions to the students without obtaining Transfer Certificate. Admission given without obtaining TC is not at all a valid admission in any class.

Therefore, all the Principal(s) are directed to ensure that admission from one School to another be done only after obtaining proper Transfer Certificate. Also refer to relevant clause of Examination-Bye-Laws as well as Framework of Significant Guidelines. Violation of the instructions will invite action under Clause 12.1.1 to 12.1.10 of Affiliation-Bye-Laws.

Yours Sincerely,


(Vijay Yadav)
Regional Officer

Copy to:

All the City Coordinator: for information and with the request to inform the School(s)
under your jurisdiction.


Regional Officer

क्षेत्रीय कार्यालय, सेक्टर 5, पंचकुला, हरियाणा - 134152

Regional Office, Sector 5, Panchkula - 134152

फोन / Telephone : +91-0172-2586866 , 2585193 वेबसाइट / Website : www.cbse.nic.in