



केन्द्रीय माध्यमिक शिक्षा बोर्ड (शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Coord/Countersignature/2025/

31.10.2025

To,
Heads/Principals of all the Institutions
affiliated to the Board

**Subject: Reminder of the practice of countersigning of the Transfer Certificates
and mandatory uploading of scanned copy of T.C.- reg.**

Sir/Madam,

This is a reminder of the earlier issued CBSE directive through circular No. COORD/PR UNIT/2020 dated 04.02.2020, vide which CBSE had discontinued the practice of countersignature of Transfer Certificates issued to the students and experience certificates issued to the teachers by all CBSE affiliated schools.

As already informed to all, the practice of countersignature of the Transfer Certificates from one CBSE affiliated school to another has been done away with vide earlier Circular no. Coord./EC-30.7/2014 dated 26.11.2014, Circular No. CBSE/T.C uploading/2016 dated 01.10.2018, Circular no CBSE/PRU/TC/2019/1692 dt. 14.10.2019 and circular No. COORD/PR UNIT/2020 dated 04.02.2020. (All circulars attached for ready reference)

However, CBSE Headquarters and Regional Offices still receive requests for countersignature of Transfer Certificates. Non-compliance of CBSE Guidelines by schools causes huge inconvenience to stakeholders and is also a hindrance to facilitate all in this age of digitization. Hence, all schools are once again reminded that there is no need of countersignature of any transfer certificate. In case of any requirement the S.O.P as mentioned in circular dated 04.02.2020 is to be followed.

It is also re-iterated that all such certificates are to be uploaded on the individual school's website.

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016. (commissioner-kvs@gov.in)



के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर-23, फेज-1, द्वारका, नई दिल्ली-110077
CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

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2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309. (nvsshww@gmail.com, commissioner.nvs@gov.in)
3. The Secretary, Eklaya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India. (nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in)
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001. (pvpsainikschool@gmail.com)
5. The Director General, Sports Authority of India, Jawaharlal Nehru Stadium Complex, Lodhi Road, New Delhi 110003. (dg-sai@gov.in)
6. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi-110066. (nesnavy@gmail.com)
7. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha- 751005. (oavsbbsr.od@gov.in)
8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054. (diredu@nic.in)
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017. (dpi-chd@nic.in)
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim - 737101. (directorhehrdd@gmail.com)
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar 791111. (dirschdn@sify.com)
12. The Director of Education, Govt. of A&N Islands, Port Blair - 744101. (dirschdn@sify.com)
13. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in)
14. The Director, Directorate of School Education, Government of Puducherry, Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005. (dse-edn@py.gov.in)
15. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh. (dhe-sml-hp@gov.in)
16. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmp@iaf.nic.in)
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010. (coordsection.aweshq@awesindia.edu.in)
18. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE.
19. All the Heads of Department of the Board.
20. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Principals of the affiliated schools of the Board in their respective regions.
21. Web Admin with the request to put this Circular on the CBSE Website.
22. Media & Public Relations, CBSE for appropriate disseminating and publicity (cbsemediapr@sbcshiksha.in)
23. Call Centre (callcentre@cbseashiksha.in)



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 along with 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

Copy to:

1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi – 110054
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
3. The Secretary, Central Tibetan School Administration, EFF, ESS Plaza, Sector 3, Rohini, Delhi-85
4. The Additional Director General, Directorate General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi
5. The Deputy Director of Education, Border Security Force, Block – 10, CGO Complex, Lodhi Road, New Delhi-110003.
6. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.3, R.K. Puram, New Delhi-110022
7. The Secretary & Director Education, Govt. of Sikkim, Gangtok (Sikkim) – 737101
8. The Director of Education, Andaman and Nicobar Island, Port Blair-744101
9. The Director of School Education, Govt. of Arunachal Pradesh, Civil Sectt. Ita Nagar - 791111, Arunachal Pradesh
10. The Director, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector 62, Noida-201 307, District Gautam Budh Nagar, Uttar Pradesh
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017
12. All the HODs and other Officers of CBSE
13. PS to Chairman, CBSE
14. The Director, CBSE, Regional Director Office, Delhi
15. The Regional Director/Regional Officers of the CBSE, Ajmer, Panchkula, Guwahati, Chennai, Allahabad, Bhubaneshwar, Patna, Dehradun & Thiruvananthapuram
16. All the Associate Professors and Addl. Directors of the Academic Unit of CBSE
17. Deputy Secretary(IT), CBSE with a request to upload the circular on the Website.
18. Associate Professor and Addl. Director, CBSE with a request to get the circular printed in the forthcoming issue of CENBOSEC.
19. PRO, CBSE, Delhi
20. The Joint Secretary, Council of Boards of School Education in India, 6H Bigjo's Tower, A-8 Netaji Subhash Place, Ring Road, Delhi – 110 034

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CONTROLLER OF EXAMINATIONS



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/T.C Uploading/2018

Dated: 01st October, 2018

All the Heads of Institutions
Affiliated to CBSE

Sub:- Mandatory uploading of scanned copy of Transfer Certificates on official website of school – regarding.

Sir/Madam,

The Examination Committee at its meeting held on 30/07/2014 had resolved that the practice of countersignature of TC's from one CBSE affiliated school to another be done away with. Accordingly the steps to be adhered to by the schools have been circulated vide Circular No COORD/EC-30.07/2014 dated 26/11/2014 which is available on Board's website.

It has come to the notice of the CBSE that the steps listed in Circular No COORD/EC-30.07/2014 dated 26/11/2014 are not being adhered to by many of the schools and Transfer Certificates are not uploaded on their website resulting in unnecessary delay in processing of direct admission of Class X & XII in the CBSE.

It is therefore, once again directed that all the schools should compulsorily have their fully functional official website which should be regularly updated. It would be appropriate to mention the last date of updation of website. It is also mandatory on the part of the schools to immediately upload Transfer Certificates on their official school website. The format of TC should be strictly as per the Proforma already provided. All the heads of the schools are requested to adhere to the instructions mentioned in the Circular under reference.

Further, all the schools granting admission should verify status of the Transfer Certificate issued by the previous school affiliated to CBSE from its website before giving admission especially in Class X and XII

Above instructions may please be complied with strictly to ensure hassle free services to the students.

Yours faithfully,

(Dr. Sanyam Bhardwaj)
Controller of Examinations

“शिक्षा केन्द्र” 2, सामुदायिक केन्द्र, प्रीत विहार दिल्ली-110092
“Shiksha Kendra” 2, Community Centre, Preet Vihar, Delhi - 110092

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/PRU/TC/2019 / 1892

04.10.2019

14/10/2019

To,
Heads/Principals of all the Institutions
affiliated to the Board

Subject: Withdrawal of practice of countersigning of the Transfer Certificates and
mandatory uploading of scanned copy of T.C.

Sir/Madam,

Please refer to the earlier Circular no. Coord./EC-30.7/2014 dated 26.11.2014, Circular No. CBSE/T.C uploading/2016 dated 01.10.2018 and Circular no. Coord./ROs/Admission-IX-XI/2019 dated 18.07.2019 regarding withdrawal of practice of countersigning of the transfer certificates, mandatory uploading of scanned copy of T.C. on official website of school and T.C. countersigning by the Education Authority of the concerned Board as annexed herewith.

As already informed to all, the practice of the countersignature of the Transfer Certificates from one CBSE affiliated school to another has been done away with. However, CBSE HQ and Regional Offices are still receiving Transfer Certificates by post and in person for countersign. **Non-compliance of CBSE Guidelines on Transfer Certificates Countersign by schools causes huge inconvenience to public and is also a hindrance to facilitate public in this age of digitisation.**

The Schools are therefore, directed to take strict note of the provisions contained in the previous circulars of the Board in this regard in favour of Public.

Yours sincerely

(Anurag Tripathi)
Secretary, CBSE

Annexure- As above

Copy for information and necessary compliance thereon:

1. All the Principals of the School affiliated to the CBSE.
2. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
3. The Directors, Secondary Education, Department of all States.
4. The Commissioner, Kendriya Vidyalaya Sangthan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION



6. The Director, Central Tibetan School Administration. EssEss Plaza, Community Centre. Sector-3, Rohini-85.
7. All HODs/Controller of Exams of CBSE
8. The PPS to Chairperson, CBSE
9. The SPS to Secretary, CBSE
10. The Deputy Secretary (Co-ordination), CBSE, Delhi
11. The Deputy Secretary (A&L), CBSE, Preet Vihar, Delhi
12. All Regional Offices & COEs of CBSE
13. The PRO, CBSE, Delhi- for due Publicity
14. The Joint Secretary (Technical) Affiliation, CBSE - for uploading circular on CBSE website and further circulation.
15. Guard File.

“शिक्षा केन्द्र”, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली – 110092

“Shiksha Kendra”, 2, Community Centre, Preet Vihar, Delhi - 110 092

केन्द्रीय माध्यमिक शिक्षा बोर्ड
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)

No.COORD/PR UNIT/2020

04.02.2020

CIRCULAR

Sub: Certificates based on school information to be issued by Principals/Head of schools only – no countersign required

It has been noticed that few schools affiliated to CBSE issue various certificates based on information which is available only in the school and such certificates are being sent to CBSE offices for countersigning. It is clear that since CBSE does not hold the original information, countersigning should also not be done by CBSE.

In this regard, CBSE has discontinued countersigning the Transfer Certificates issued by the schools affiliated to their students joining another school. Detailed modalities are contained in letter No. COORD/EC-30.7/2014 dated 26.11.2014 available on the link <http://cbse.nic.in/circulars/exam%20comm%202014.pdf> which were reiterated in Circular No.CBSE/PRV/TC/2019 dated 14.10.2019 available on CBSE website.

Similarly, it has also been decided that the following Certificates shall be issued and countersigned(if required) by schools themselves:

1. Experience Certificates in respect of teachers working in CBSE affiliated schools
2. Certificates issued by the schools to the students for the purpose of employment or obtaining any type of government concessions viz. student tours or Railway journeys etc.

I. Steps to be adhered to by the Principal/Head of School while issuing above certificates:

- a) The Certificates should be issued on the official school letterhead only and signed by Principal or Head of school.
- b) School letterhead should invariably contain the following information below the name and address of the school

AFFILIATED TO CENTRAL BOARD OF SECONDARY
EDUCATION
AFFILIATION NO.-----

- c) School name and address should be as available in the CBSE records.



- d) Only if required, the issued certificate can be countersigned by the Manager/Secretary/Member of the School Managing Committee.
- e) In case the certificate is issued on a prescribed format, the stamp and seal of the school should contain the information at (b) above.
- f) Copy may be directly sent to the authority concerned by the school.
- g) A record of such cases shall be maintained by the school.


II. Steps to be adhered to by any Organization/Authority accepting the above certificates issued by the schools:

- a) To ensure that the Certificate issued is on the official school letterhead only.
- b) School letterhead contains the following information below the name and address of the school

AFFILIATED TO CENTRAL BOARD OF SECONDARY
EDUCATION
AFFILIATION NO.-----

- c) School name and address be verified from the link http://cbseaff.nic.in/cbse_aff/schdir_Report/userview.aspx.
- d) In case the certificate is issued on a prescribed format, it should be ensured that the stamp and seal of the school contains the information at (b) above and should be signed by Principal/Head of school.

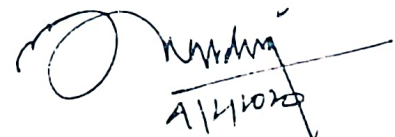
- III Affiliated schools of CBSE may also note that any other certificate issued by school based on information available in school, shall henceforth be issued by Principal/Head of School and no countersignature by CBSE shall be required.
- IV It is also reiterated that all such certificates shall be uploaded on school website also.


(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS ✓

Copy to:

1. The Principal of All Schools affiliated to CBSE
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
4. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054

5. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
6. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791 111
8. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
9. The Director of School and Mass Education, Government of Odisha, Bhubaneswar
10. The Director, Directorate of Secondary Education, Bikaner-334001, Rajasthan
11. The Collector, Department of School Education, Raipur-492001, Chattisgarh
12. The Director of Education, Government of Punjab, Mohali
13. The Director of Education, Government of Maharashtra, Pune
14. The Director of Education, Government of Madhya Pradesh, Bhopal
15. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi
16. The Additional Director General of Army Education, A - Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
18. The Director General, Integrated HQ of Ministry of Defence(Navy), New Delhi-110011
19. The Director, DAV Managing Committee, Chitra Gupta Road, New Delhi-110055
20. The Secretary, Delhi Public School Society, F Block, East of Kailash, New Delhi-110065
21. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
22. Head(Media and Public Relations)
23. PPS to Chairperson, CBSE



Controller of Examinations