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# केन्द्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

(भारतीय संविधान के अनुच्छेद 19(1)(सी) एवं 19(1)(डी) तथा मानव संसाधन एवं विकास मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संगठन)

पंजी० कार्यालय : चतुर्थ तल, प्राईम प्लाजा, इंदिरा नगर, लखनऊ - 226016

कैंप कार्यालय : सी-91 जे० जे० क्लस्टर पीरागढ़ी कैंप, नई दिल्ली-110056

## CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

(An Autonomous organization under Article 19(1)(C) and 19(1)(G) of the Constitution of India and under the Ministry of Human Resource Development, Government of India)

पत्रांक संख्या

Ref. No.: CBOSE/Exam/1007

दिनांक:

Date: 21/03/2021

### Circular

To,

All the Principals/Heads of Institutions affiliated to CBOSE

Subject: EASE OF DOING BUSINESS IN ISSUING DUPLICATE DOCUMENTS

Madam/Sir,

CBOSE is issuing several documents to the students after passing Class X and XII, as proof of passing these classes and their performances in each subject.

CBOSE has a provision of issuing duplicate educational documents in case they are misplaced or mutilated because of any reason, lost, stolen etc. There is no bar to limit of number of duplicate Marksheets and Migration Certificates. However, in case of duplicate passing certificate, only limited number of copies could be issued.

Existing process for issuing duplicate passing certificate is as follows:

1. A request with all particulars to be sent to concerned Regional Office, CBOSE
2. Attestation of the request application form by Principal/Gazetted Officer is required
3. Notification is to be published in the two National Dailies regarding loss of documents

4. Payment of applicable fee

Looking into the initiative taken by the Government of India for ease of doing business for the citizen of the country, following proposals has been approved by the Examination Committee, CBOSE in its meeting held on 06th December, 2020 and its minutes were approved in the Governing Body Meeting held on 20th December, 2020:-

1. Only an application with complete details is to be submitted to the concerned Regional Office, CBOSE.
2. A copy of the valid photo identity card like Aadhaar Card, Driving License, Voter Card, Bank Pass Book etc. to be submitted.
3. Payment of prescribed Application fee with this decision, now, attestation of the application form by the Principal/Gazette Officer and notification in two National Dailies has been done away with.

**This Rule is made applicable with immediate effect.**

Copy with a request to respective Heads of Directorates as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. All Regional Directors/Regional Officers of CBOSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
2. All Joint Directors/Deputy Directors/Assistant Directors, CBOSE
3. In charge IT Unit with the request to put this circular on the CBOSE websites
4. The Assistant Librarian, CBOSE
5. The Public Relations Officer, CBOSE
6. PS to Chairperson, CBOSE
7. SPS to Secretary, CBOSE
8. Guard File



*P. R. J.*

**Organization Secretary**

**Central Board of Open Schooling and  
Examination, New Delhi**