

आवेदक के मार्गदर्शन हेतु निर्देश/ Direction for the Guidance of Applicants

- आवेदक कृपया आवेदन करने से पूर्व ये सुनिश्चित कर लें कि उनके दस्तावेजों का रिकार्ड सीबीएसई के किस कार्यालय में उपलब्ध है। सीबीएसई कार्यालयों एवं वहाँ उपलब्ध रिकार्ड की स्थिति अंतिम पृष्ठ पर दी गई है। आवेदक द्वारा गलत कार्यालय में अपना आवेदन भेजने की स्थिति में बोर्ड किसी प्रकार की देरी के लिए जिम्मेदार नहीं होगा।
Applicants must check the status of availability of their respective records at concerned office of the Board & must apply at the concerned office only. Else, Board shall not be responsible for any untoward delay in issuing the document.
- प्रमाण-पत्रों की तीसरी प्रति अथवा अगल प्रतियां तब तक जारी नहीं की जाएंगी जब तक क्षेत्रीय अधिकारी किसी दस्तावेजी प्रमाण से संतुष्ट नहीं हो जाते कि अनुलिपि/पूर्व जारी प्रमाण-पत्र वास्तव में खो/नष्ट हो गया हो।
Triplicate or further copies of qualifying certificates shall not be issued on Urgent basis. The same is issued only after the concerned Regional Officer is further satisfied by some documentary evidence that the duplicate/last issued copy has also been actually lost/ destroyed. **A formal request must be enclosed with the Application Form**, supporting documents & applicable fee.
- माईग्रेशन प्रमाण-पत्र उन्हीं छात्र/छात्राओं को जारी किया जाता है, जो बोर्ड की परीक्षा में बैठे हों, आगामी अध्ययन तथा प्रवेश की सुविधा के लिए भी माईग्रेशन प्रमाण-पत्र जारी किया जाता है।
Migration certificate is issued only to those candidates who have appeared for examination of the Board, in order to enable them to seek admission elsewhere for further study.
- अनुत्तीर्ण एवं अंक सुधार/अतिरिक्त विषय परीक्षा में बैठे छात्र/छात्राएं माईग्रेशन/प्रोविजनल प्रमाण-पत्र के लिए आवेदन न करें।
Failed candidates and candidates appeared for improvement/Additional Subject should not apply for Migration or Provisional certificate.
- प्रोविजनल प्रमाण-पत्र केवल निजी श्रेणी के उत्तीर्ण परीक्षार्थियों को ही तब तक प्रदान किया जाता है जब तक उन्हें स्थाई प्रमाण-पत्र जारी नहीं कर दिया जाता। नियमित स्कूल के अभ्यर्थी प्रोविजनल प्रमाण-पत्र के लिए अपने स्कूल से सम्पर्क करें।
Provisional Certificate is issued to a private candidate who has passed Secondary/Sr. Secondary Examination, only till the issuance of the main Qualifying Certificate by the Board. Regular school candidate to obtain Provisional Certificate from their school only.
- आवेदक अपने आवेदन के पश्चात् केवल तीन माह के भीतर ही अपना दस्तावेज सीबीएसई के संबंधित कार्यालय द्वारा प्राप्त कर सकते हैं। आवेदन के तीन माह के पश्चात् ऐसे दस्तावेजों को सम्भालने/जारी करने की जिम्मेदारी बोर्ड की नहीं होगी तथा आवेदक को अपने दस्तावेज प्राप्त करने के लिए पुनः आवेदन करना होगा।
Applicants desirous of collecting documents by-hand must collect their respective document(s) within three months from the date of deposit of duly completed Application Form & fee. The Board shall not be responsible for retaining such documents after the expiry of 03 months duration. Such document(s) shall be cancelled & the applicant shall have to re-apply in case of need.

Details of Fee and Delivery time of documents(Incomplete Application Forms will take its usual course of time)

DEPOSIT & COLLECTION BY HAND			
NON-URGENT BASIS	URGENT BASIS		
<p>Fee for each document: ₹100/- + Postal Charges</p> <p>Document shall be issued on production of original Fee receipt after 15 working days(Excl. holidays) between 3pm-5pm from M&M Section.</p> <p>Fee in cash & Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</p>	<p>Fee for each document: ₹200/- + Postal Charges</p> <p>Document shall be issued on production of original Fee Receipt after 2 working days (Excl. holidays) between 3pm-5pm from M&M Section.</p> <p>Fee in cash & Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</p>		
DEPOSIT & DELIVERY BY POST			
<p>Fee for each document: ₹200/- + applicable Postal/Courier charges as per applicable category below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>₹ 25/- For delivery within Delhi/ New Delhi</p> <p>₹ 35/- For delivery within Delhi/ within India</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Foreign applicants desirous of obtaining documents through courier shall include appropriate courier charges.</p> </td> </tr> </table> <p>Fee to be paid through Demand Draft/Pay Order or Indian Postal Order favoring "Secretary CBSE" payable at concerned Regional Office only.</p> <p>डिमांड ड्राफ्ट/पोस्टल आर्डर द्वारा शुल्क भेजते समय सुनिश्चित करें कि पोस्टल आर्डर/ डिमांड ड्राफ्ट "सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड" के संबंधित क्षेत्रीय कार्यालय के नाम में ही प्रेषित हो।</p> <p>Delivery of document(s): Within 7-20 working days from the date of receipt of Application Form. Documents shall be dispatched at the respective address of the candidate through Speed Post/Regd. Post/Courier as the case may be.</p> <p style="background-color: #f2f2f2;">Applicants must mention complete Postal Address with Pin Code, Mobile Tel. No. and E-mail ID on the Application Form.</p>		<p>₹ 25/- For delivery within Delhi/ New Delhi</p> <p>₹ 35/- For delivery within Delhi/ within India</p>	<p>Foreign applicants desirous of obtaining documents through courier shall include appropriate courier charges.</p>
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Migration Certificate can be obtained by qualified candidates on **same day** of depositing App. Form & fee in cash by hand

Provisional Certificate can be obtained by qualified pvt candidates on **same day** of depositing App. Form & fee in cash by hand

➤ बोर्ड के विभिन्न क्षेत्रीय कार्यालयों में उपलब्ध रिकार्डों की वर्तमान स्थिति:

➤ Present status of availability of records at various Regional Offices of the Board (as of 1st Jan. 2015)

Regional Offices	Available Examination Record (Exam. year wise)
Allahabad	2001 onwards
Bhubaneswar	2011 onwards
Chennai	1991 onwards
Delhi/Foreign	2003 onwards
Guwahati	2001 onwards
Panchkula	2001 onwards
Patna	2011 onwards
Ajmer (Registered Office)	Own Region records + Balance records of other Regional Offices of year earlier than those indicated above, until 1975
Dehradun	2014 onwards
Thiruvananthapuram	2014 onwards

As per its weeding out rules 1998, CBSE, has weeded out old records of viz Marksheet, Gazettee & Counter Foil upto 1974. Therefore, duplicate documents upto 1974 cannot be issued and applicants need not apply for the same.