



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





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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. (dirdchedn@sify.com)
12. The Director of Education, Govt. of A&N Islands, Port Blair - 744101. (dirdchedn@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. (dopsmpr@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@sbceshiksha.in)
23. Call Centre (callcentre@cbseashiksha.in)



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