



PROFORMA
BOARD EXAMINATIONS 2023

For Fixation of Examination Centre and Appointment of Centre Superintendent for All India Secondary & All India Senior School Certificate Examination, 2023.

Name of State..... School Code No.....
Affiliation No..... Name of District.
Affiliation granted upto (Secondary/Sr. Secondary)..... School Category : Govt/KV/JNV/
Govt. Aided./Independent

1. Principal/School Name with full Postal Address and PIN Code (**Strictly in Block Letters only**) as per affiliation Letter

PRINCIPAL NAME
SCHOOL NAME
ADDRESS
PIN CODE :
Distance in KMs from nearby:
CBSE Affiliated Govt./KV/JNV School <input type="text"/> Railway Station <input type="text"/>
Bus Stand <input type="text"/>
Name of the Nearest:
Govt./KV/JNV School (Under CBSE Affiliation) <input type="text"/>
Internet facility available : Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact Details (Please furnish with STD Codes) (Strictly in Block/Capital Letters only)

i. School Landline No.	STD Code:	Telephone No.:
ii. Principal's E-mail ID		
iii. School E-mail id		
iv. School Fax No.	STD Code:	Fax No.:
v. School Website Address		
vi. Principal's Landline No. (R)	STD Code:	Telephone No.:
		Alternate Mob. No. <input type="text"/>
vii. Principal's Mobile No.		
viii. Principal's Android Mob. Number (For CMTM App) If appointed CS.		

Whether Principals' near relation (s)/ ward(s) appearing at the Board Examinations 2023. Yes No . If yes,

Class	Candidate Name/Mother Name/Father Name	School Code & Name	Relation

School Bank Detail (Strictly in Block/Capital Letters only) :-

i. A/c Holder's Name	
ii. A/c Number	
iii. IFSC Code	
iv. Bank Name & Full Address	
	PIN CODE:

Nearby Post Office Detail (Strictly in Block/Capital Letters only):-

i. Name of Post Office & Full Address	Contact No.
	TEHSIL: DISTRICT
	STATE: PIN CODE:





2. No. of Candidates, the School is sponsoring for 2023 Examination.

AISSE (X) + AISSCE (XII) = TOTAL

3. Name of the Exam Centre where the students of your school were examined in

S.No. Year Centre No. Sch. No. Name of the School

i. 2021

ii. 2022

Whether your school was fixed as Board Examination Centre in 2022 Exam. Yes No

If yes, please mention the No. of Candidates accommodated at your Centre Class X XII Total

4. For allotment of Exam Centre for your School, please mention 5 nearby CBSE affiliated Schools Where the candidates of your school may appear in Board Exam (Including K.V. and JNV) If any, correct information to be provided).

S. No.	Name and Address of School (In Block/Capital Letters)	Distance from your school (in KMs)	Conveyance is available (Yes/No)
1			
2			
3			
4			
5			

5. (a) Whether your school is suitable to be fixed as Board Examination Centre?

Yes No

(b) If no, why?

(c) If yes, no. of candidates that can be accommodated

(d) No. of Rooms / desks available in the school for examination purpose Rooms Desks

(e) Whether proper electricity arrangements are available in School Yes No

(f) Internet facility available in School Yes No

(g) Photocopier available Yes No

(h) Printer available Yes No

(i) Power Backup Yes No

6. Whether the school has hostel facilities? Yes No

(a) If yes, from which class

(b) Whether Boys or Girls only or both boys & girls:

Important Note:-

A. Please return this proforma duly filled in by Speed Post immediately in the name of Regional Director, Central Board of Secondary Education, RLM Business Park, Sr. no. 28/4/A, old Kharadi Mundava Road, Opposite to Bollywood Multiplex, Kharadi, Pune – 411014 (Maharashtra).

B. Person once appointed as Centre Superintendent at a centre shall have to accept the assignment and in no case, he/she will delegate the assignment to any other person.

C. "Near relation" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.

Note: - In no case, the refusal at any stage shall be accepted for duty assigned by the Board.



BANK CUSTODIAN FOR STORAGE OF QUESTION PAPERS

NOTE:-

1. Certain additional precautions for proper and safe custody of question paper packets in the Nationalised Banks were taken by the Board in previous years. The question paper packets are to be kept in the nearby **Nationalised Bank**. An undertaking to the effect that the Bank is ready to undertake the responsibility and ensure safe custody of question paper packets may be obtained and the same may be sent to this office.
2. **The Custodian Bank should not have an extension counter / Branch Working in the premises of the school for conduct of any Examinations of the Board.**

The following information may also be given:-

- (a) **Please state if Canara Bank is available near the school. If so, please mention full address with PIN Code.**

- i. Name
ii. Address

PIN CODE		
Tel. No/ Mobile	Fax	e-mail

- (b) Approximate time required for taking delivery of the question paper packets from the Bank, availability of the conveyance and distance between the school to Bank in Kilometers.

Time:	Conveyance:	Distance (in Kms):
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- (e) Are the custodian where the Question paper packets of 2022 Exam were kept in the safe custody ready to keep the QP packets in their custody for 2023 Examination also? Yes No

Date
Place

Signature of Principal
(with Rubber Stamp of School)





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UNDERTAKING TO BE FURNISHED BY THE MANAGER OF A NATIONALISED BANK OF REGULAR MAIN BRANCH(not by an Extension Counter) FOR SAFE CUSTODY AND DISTRIBUTION OF QUESTION PAPERS FOR CENTRAL BOARD OF SECONDARY EXAMINATION(CBSE), 2023

- (1) I, _____ Manager/Authorized Officer undertake the responsibility to store and provide safe custody of Question Paper Packets for Central Board of Secondary Examination (CBSE) Secondary/Senior Secondary/Skill Examinations to be held at the Examination Centre, _____ (name of school with address)
- (2) I will deliver the sealed Question Paper packets to the person(s) authorized by the CBSE as per date sheets supplied to me and follow the instructions communicated to me by CBSE while sending Question Papers .
- (3) No sealed Question Paper packet(s) will be delivered to anyone other than person authorized by the CBSE. No person, other than myself, or person duly authorized by me in writing shall handle the custody and delivery of sealed Question Paper packet(s).
- (4) In the event of a Bank Holiday or some eventuality, standby arrangement will be made in consultation with the Centre Superintendent and in conformity with the norms given by the CBSE to supply the Question Paper packet(s) to the Centre(s). I shall co-operate with the CBSE in this matter so as to ensure smooth and proper conduct of Examinations.
- (5) Only in the event of my transfer/proceeding on leave, the next in-charge will be assigned the responsibilities under information to CBSE and a fresh undertaking by the next in-charge will be sent to CBSE through the concerned school.
- (6) The service charges i.e. custodian charges for Storage of Question Papers will be as approved by CBSE.

Seal and Signature of Bank Manager/Authorized Officer



PROFORMA FOR STORAGE OF QUESTION PAPER PACKETS

Complete address of the Bank in all respect (in Block/Capital letters only) for sending the question paper packets to the Bank	Residential Address of the Bank Manager
DISTRICT: STATE : PIN CODE:	DISTRICT: STATE : PIN CODE:
For Payment of Custodian Charges : Account Holder Name: Bank Account No.:	MICR Code: IFSC Code:
Telephone No. of the Bank with STD Code STD Code: TeleNo 1..... STD Code: TeleNo 2.....	Name of the Bank Manager (in Block Letters) :
STD Code (Fax): FaxNo..... Bank E-mail id:.....	Manager (Res.) Tele.No..... Manager MobileNo1..... Manager MobileNo2..... (Android Enable Number for using CMTM App) Manager E-mail id:

(Signature of the Bank Manager)

(Name of the Bank Manager)

(Rubber stamp of the Bank)

