



# 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 Human Resource Development, Gou India)

CBSE/COOR/DUP-DOC/2021

28.06.2021

### CIRCULAR

CBSE issueS Passing Documents after passihg Class-X and Class-XII to the students. These documents are quite vital and thus kept safely by the students. However, many times, these documents are missed Or mutilated. Duplicate copies of these documents are issued by the CBSE on request.

Looking into the problems of misplacing documents, CBSE decided to provide digital copies Of the documents in the Digit-Ocker Of the students which were also opened by 'the CBSE. However; candidates prefer hard copies Of' the documents over digital copies and thus candidates Or their parents/ representatives frequently visit the Regional Offices of the Board to obtain duplicate mark sheet/certificates of class X/XII.

Duringthe prevalent conditions of COVID pandemic, it is very risky for the public to visit the Regional Offices for any Work including obtaining of duplicate mark sheet/certificates Of class X/XII,

Therefore, to address health issues by refraining students/parents from frequent visits to Regional Offices-and to promote "Ease of Doing Business", the Board has Started Completely Online Services for issuing documents in the following forms:-

1. Digital signed copies of the documents
2. Duplicate Copies Of the documents similar to original Copies

CBSE has also provided soft copies of digitally Signed documents from 2004 examinations onwards in "Parinaam Manjusha" and candidates can download the same by visiting Boards website as and when required.

Process to issue hard copies Of duplicate documents

1. Apply on the link <https://cbseit.in/cbse/web/dads/home.aspx>
  2. Candidates may logon to website [www.cbse.nic.in](http://www.cbse.nic.in)
    1. or
    2. Candidates may logon to website [www.cbse.nic.in](http://www.cbse.nic.in)
      - click on portalStudents & Parents Corner Or
      - Stakeholder Support System
      - Select Issuance of Documents Viz, Pass Certificate, Mark-sheet & Migration Etc.
- Duplicate pass Certificate/Mark•sheet/ Migration Etc.



- Options for Digital document and Printed Document both are available on above said link also. Candidates may follow the instructions shown to them on portal.
- In case, the candidate selects the option of Digital Document, they will be diverted to Digi-Locker portal
- If candidate selects the option for Printed Document, the candidate will be diverted to fill Online application.
- Candidate Will be given an option Of getting the documents through India post (Speed Post) or collection by hand.
- If dispatch by speed post is desired; the postal charges will also be added in the
- If option for collection by hand is given, the acknowledgement Slip generated after filling online form will have to be produced by the candidate at concerned Regional Office of CASE at the time of collection of the certificates.
- As soon as the document is printed at CBSE office, the status will be updated on the portal along-with speed post details.

As above system is 100% online, it is therefore, desired that candidates should use Only online services for issuing the duplicate documents rather than visiting the Regional Offices. This will help CBSE in serving better.



(Dr. Sanyam Bhardwaj)  
Controller Of Examinations

Copy to Web Admin for uploading on Board's Website