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 of Human Resource Development, Govt. of India)

CBSE/COOR/DUP-DOC/2021   28.06.2021

CIRCULAR

CBSE issues Passing Documents after passing 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 DigiLocker 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.

During the 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 or
2. Candidates may logon to website www.cbse.nic.in
   - click on portal Students & Parents Corner or
   - Stakeholder Support System
   - Select Issuance of Documents Viz. Pass Certificate, Mark-sheet & Migration Etc. or
   - 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.
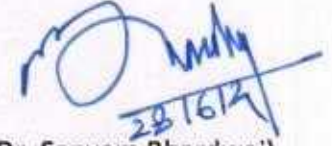
'शिक्षा केन्द्र', 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

- 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 fee.
- 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 CBSE 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