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अध्यक्ष
NIDHI CHHIBBER, IAS
Chairperson



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/COORD/EXAM/2024

Dated: 06.02.2024

Head of the Schools
Affiliated to CBSE
(Through CBSE website)

Subject: Relieving of Teachers for Evaluation

Dear Principal,

You are aware that the CBSE will be conducting Board Examination from 15.02.2024 to 02.04.2024. This year, before the start of evaluation, it is felt necessary that all the functionaries involved in the evaluation may be reminded about their responsibilities to ensure that evaluation is done with zero error. For the quality of evaluation in Science and Social Science of Class X, it has been decided to depute one PGT/TGT (teaching/having qualifications in Physics, Chemistry and Biology) and one PGT/TGT (teaching/having qualifications in Geography, History, Economics, Political Science) as AHE (Evaluators) to assist the evaluators in Science and Social Science. Further number of Answer Books to be evaluated has been fixed 20 per day in main subjects (having maximum marks 80_70 etc.) and 25 in remaining subjects (having less maximum marks) to provide sufficient time for quality evaluation. However, zero error evaluation can only be ensured with the devotion, sincerity and availability of quality evaluators during evaluation process.

Further for capacity building of evaluators not only guidelines for each functionary involved in evaluation have been developed but many capacity building programmes are proposed to be conducted. Beside this, for last minute updates, short videos will also be provided.

Evaluation will be done for about 10-12 days from 9.00 am to 5.00 pm except on Sunday. During this period, 20/25 answer books as mentioned above are to be evaluated by each evaluator. 20/25 Answer Books are to be evaluated in 8 hours duration. Evaluators will be devoting full 08 hours and will not be allowed to leave Spot Evaluation Centre before closing time.

Accordingly, all the schools (Principal & Management) are directed to relieve their teachers immediately as per the instructions received from Regional Office concerned. Teachers should be relieved for full time for all the days of evaluation of their subject by issuing the relieving certificate (**Annexure-I**). Principal will relieve their teachers with full sense of responsibility that teacher is fully qualified and responsible as per Board's norms for evaluation of the subject assigned to him/her. Similarly, relieving of the teachers for evaluation will be the responsibility of Principal/Management as soon as evaluation is over, Chief Nodal Supervisor (CNS) will also issue relieving certificate to the teachers (**Annexure-II**).

Above directions be strictly complied with by the Principal and Management and any deviation from the directions will be consider an act to vitiate the evaluation Process and attract serious penal action by the Board.

Yours sincerely,

(NIDHI CHHIBBER)

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SCHOOL LETTER HEAD

Annexure-I

RELIEVING CERTIFICATE

Mr./Mrs./Ms. _____, _____

Oasis number _____ is working in the school since _____.

S/he has experience as per the following details:

Designation	Subject Taught / Medium	Total Experience (Yrs.)
TGT		
PGT		

Her /His qualifications as per school records are _____. S/he has been relieved for evaluation assignment on dated _____ to report to the Chief Nodal Supervisor (CNS) of the allotted Evaluation Centre on dated _____. S/he will work full-time for evaluation.

The details given above are correct as per school records. An attested copy of the school photo Identity Card is enclosed herewith.

Signature of Principal:.....

Name:.....

Stamp:

Dated:

Place:

Annexure-II

RELIEVING CERTIFICATE

Mr./Mrs./Ms.Name, _____ is working in _____
_____ is being relieved on
dated _____ with the directions to report to the school
on dated _____

Signature:.....

Name of CNS:.....

Stamp:

Dated:

Place: