

Circular

Circular: Gen/parent/13/2021-2022

Class: IX & XI

Monday, 23 August 2021

Dear Parent,

It is the time to register your ward with CBSE. You are requested to check the details and fill the information wherever necessary and assign the signature in the attached Data Verification Format which is available in Pupilpod.

***Submit the Data verification form in the Office
on or before 28/08/2021 in person or mail to
principal@bhavantirupati.org
(Please Mention Admisison Number_Name of the
Student_Class and Section in Subject)***

Please Note that as per the latest circular issued by CBSE, the following points are to be noted while confirming the details, which will be submitted to CBSE during Class IX registration / Class XI registration.

- Spelling of name of Student / Mother / Father / Guardian should be as recorded in the Birth Certificate and maintained as per Admission and Withdrawal Register by the school.*
- Date of Birth is as per the Birth Certificate and as per Admission and Withdrawal Register maintained by the school.*
- Expanded name of student and Mother/Father/Guardian should be given by the student/parents. No abbreviations be given.*
- May check that their data is similar in all the documents like Date of Birth Certificate, School records, Aadhaar Card, Passport etc.*
- Parent will anticipate the requirement of the surname when visiting abroad, it may be required by the visiting country to have both name and surname. Hence, surname be mentioned in the data along with first name.*
- No nick/pet name be mentioned.*
- Date of Birth certificate should have been issued within stipulated period as mentioned in the Registration of Births and Deaths Act, 1969.*

To ensure to provide the correct data to the CBSE, correctness of the data is to be verified by the parents at following stages:

- 1) Registration data of class IX is to be verified before final submission by the school to the Board*
- 2) Registration card will be issued to the student wherein undertaking is given by the parent about the accuracy of data.*
- 3) In class X, printout of List of Candidates is provided to parents for verification of the correctness of data wherein they are signing for the correctness of data.*
- 4) Admit card is issued for Class X examination wherein again parent, student and school are signing an undertaking about the correctness of data on the Admit Card itself.*
- 5) After passing Class X, passing document is issued to the students by the Board, wherein again undertaking is given by the parent, student and school about the correctness of data given in the passing document.*

Once the CBSE opens the portal for registration, the details will be uploaded and a final list will be generated.

After generating the final list, the same need to be signed by the parent and prescribed fee is to be paid.

**After finalization of data to CBSE,
no correction can be done.**

Stay safe. Stay healthy.

With Best Wishes



Principal