



Central Board of Secondary Education

(An autonomous Organisation under Ministry of Human Resource Development, Govt. of India)
Shiksha Kendra, 2, Preet Vihar, New Delhi - 110092

NO.CBSE/CM/PS/HQ/2013

DATED 23RD September, 2013

OFFICE ORDER

In view of large number of Schools abroad in 25 countries and 60300 candidates [registered from Classes IX to XII], a Foreign Schools Cell is hereby created in the Regional Office, Delhi with two Superintendents taken from the existing staff posted in RO, Delhi. They will report to concerned Asstt. Secretary of the Sections in Regional Office, Delhi. Director, Regional Office, Delhi will post two Superintendents in this Cell.

In addition, Sh. Sanjay Sachdeva, Section Officer[[email: cbseisp@gmail.com](mailto:cbseisp@gmail.com), Tele : 011-23211576], presently posted at Academics Unit looking after CBSE-i is hereby designated as a single point contact and Nodal Officer for Foreign Schools to coordinate and resolve complaints, various issues and needs, such as issues relating to Affiliation, Academics, Examinations, Publications, Coordination etc. Besides his existing duties, he will undertake the following activities and continue to report at ITO Rouse Avenue Office:

- He will be the Nodal Officer for all the activities relating to Affiliation, Academics, Publication, Coordination, Examination and coordinate with all these Divisions/respective officials to have the status of the issue and bring forth perfect solution.
- He will coordinate with the respective Officers of Affiliation, Academics, Examinations, Coordination etc. to gather the inputs of the cases of any nature in respect of Foreign Schools.
- He will ensure that proper professional advice to the schools is provided, and a speedy, prompt & accurate action is taken on the issues[s].
- He will ensure that need based academic support and guidance is provided to the Schools and there is a proper support system to facilitate the foreign Schools by sorting various issues relating to various Divisions.

The Nodal Officer will report directly to the Chairman, CBSE and will contact the respective Officers/Officials of various Departments for establishing a mechanism and infrastructure for smooth and effective running of the system and ensure that the Schools abroad are being attended to professionally with the academic and administrative supports and guidance.

Above Order is issued for immediate compliance.

[VINEET JOSHI]
CHAIRMAN

Copy for information and necessary compliance to :

1. All HODs of the Board
2. Joint Secretary [A&L]
3. Shri Ram Shankar, Joint Director, CBSE, Rouse Avenue, Delhi.
4. Sh. Sanjay Sachdeva, Section Officer, CBSE, Rouse Avenue, Delhi.