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अध्यक्ष  
NIDHI CHHIBBER, IAS  
Chairperson



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/COORD/EXAM2023/

Dated: 09.02.2023

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

Subject: Relieving of Teachers for Evaluation

Dear Principal,

You are aware that the most important step of examination is the error free assessment. To ensure that evaluation is done with zero error, a strong policy of evaluation has been put in place. This year, to address the quality of evaluation in Science and Social Science of Class X, it has been decided to depute one PGT (Physics, Chemistry & Biology) and one PGT (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 MM 80\_70 etc.) and 25 in remaining subjects (having less MM) 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 are also being prepared.

Evaluation will be done for about 10-12 days from 9.00 am to 5.00 pm. 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**). 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 action by the Board which may include disaffiliation of school, personal financial penalty and non-declaration of result of the school.

Yours sincerely,

  
(NIDHI CHHIBBER)

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CENTRAL BOARD OF SECONDARY EDUCATION		
RELIEVING CERTIFICATE		
(EXAMINER RELIEVING CERTIFICATE BY THE SCHOOL)		
1	Name of teacher (to be relieved)	
2	Designation (TGT/PGT)	
3	Classes Taught (X/XII)	
4	Total Experience	
5	Qualifications	
6	Place of duty i.e., Chief Nodal Supervisor (CNS) (give school name and address)	
7	Date and time of relieving	
8	Directed to report for evaluation duty at CNS on? (Date and time)	
<p>It is certified that details given above are as per school records and corret to the best of my knowledge and believe. She / He is fully competent for the purpose of Boards evaluation.</p> <p style="text-align: right;">Signature of Principal: _____</p> <p style="text-align: right;">Name: _____</p> <p style="text-align: right;">School Stamp</p>		
Dated: _____		
Place: _____		

CENTRAL BOARD OF SECONDARY EDUCATION		
RELIEVING CERTIFICATE		
(EXAMINER RELIEVING CERTIFICATE BY CHIEF NODAL SUPERVISOR)		
1	Name of teacher (being relieved)	
2	Designation (TGT/PGT)	
3	Place of duty i.e., Chief Nodal Supervisor (CNS) (give school name and address)	
4	Date and time of reporting for duty as evaluator at Nodal Centre.	
5	Date and time of relieving from duty as evaluator from Nodal Centre by CNS	
6	Directed to report for resuming duty in own school on? (Date and time)	
Signature of CNS/Principal: _____		
Name: _____		
School Stamp		
Dated: _____		
Place: _____		