



केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन) (An Autonomous Organization under the Ministry of Education, Govt. of India)

No. CBSE/Rectt.Cell/1(76)/2024/10667-766

Dated: 14.08.2024

NOTIFICATION

Considering the increase in the number of affiliated schools, registered students, and enhancement of workload concerning the conduct of examination & evaluation, the Competent Authority of the Board had constituted a Committee vide Notification No. CBSE/Rectt.Cell/RO Jurisdiction/2024/7654-58 dated 16.05.2024 to review the jurisdiction of Regional Offices of the Board and to explore the possibility of creating/establishing new Regional Offices and Centers of Excellence(COE) across the country.

2. The Committee examined the entire data made available regarding the number of affiliated schools, number of registered students for examination, territorial jurisdiction of all the existing Regional Offices, other relevant issues having a direct bearing on the functioning of Regional Offices, and efficiency of services to its stakeholders before finalizing its recommendations. The Committee has considered the following for opening of new Regional Offices & COEs and Sub-Regional Offices (SROs) :

- Number of students registered in Regional Offices i.e. Prayagraj, Patna, Panchkula, Noida, Ajmer, Bhubaneswar have become too large and therefore conducting pre & post examination activity smoothly, confidential examination activity including evaluation of answer book in time bound manner is becoming increasingly challenging in view of vast territorial jurisdiction and diverse urban, semi-urban and rural settings.
- Creating new offices will help the Board in better monitoring, coordination and control over the examination and evaluation activities.
- Creation of new Regional Offices/COEs helps in curbing malpractices in exams, registration of only bonafide regular students, efficient running of schools and compliances of the Affiliation and Examination Bye-laws.
- It will also facilitate better utilization of the maximum potential of schools during examination and other academic, training and student enrichment activities and also helps in providing prompt delivery, better services to students, parents, teachers, schools and other stakeholders and quick disposal of the grievances.

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3. The following norms were recommended by the Committee for opening of new Regional Offices, Centre of Excellence and Sub-Regional Offices along with sanctioned posts based on either the number of affiliated schools or the number of registered students for Classes IX & XI in the region as given below:

a) **NORMS FOR OPENING OF NEW REGIONAL OFFICES WITH SANCTIONED POSTS**

	No. of affiliated Schools or Registered Students for Class IX & XI	1500 above or 200001 - 300000	1000-1500 or 125001-200000	600-1000 or 75000-125000	For every 50000 students thereafter
	Category of ROs	A	B	C	
S. No.	Name of the Post	No. of sanctioned posts			
1.	Regional Director	1	0	0	0
2.	Joint Secretary	0	1	1	0
3.	Deputy Secretary	1	1	0	0
4.	Under Secretary	2	2	2	0
5.	Under Secretary (IT)	1	0	0	0
6.	Assistant Secretary	3	3	2	0
7.	Assistant Secretary (IT)	0	1	1	0
8.	Accounts Officer	1	0	0	0
9.	Sr. Private Secretary	1	0	0	0
10.	Private Secretary	0	1	1	0
11.	Section Officer	5	4	3	0
12.	Junior Accounts Officer	0	1	1	0
13.	Section Engineer	1	0	0	0
14.	Sr. Translation Officer	1	0	0	0
15.	Junior Engineer	0	1	1	0
16.	Superintendent	10	8	6	1
17.	Junior Translation Officer	0	1	1	0
18.	Senior Assistant	6	5	4	1
19.	Sr. Accountant	1	0	0	0
20.	Accountant	0	1	1	0
21.	Junior Assistant	6	5	4	1
22.	Junior Accountant	2	1	1	0
23.	Multi Tasking Staff (MTS)	8	7	6	1
	Total	50	43	35	4

b) **NORMS FOR OPENING OF NEW COEs WITH SANCTIONED POSTS**

	No. of affiliated Schools or Registered Students for Class IX & XI	1500 above or above 200000	1000-1500 or 125001-200000	600-1000 or 75000-125000
	Category of CoE	A	B	C
S. No.	Name of the Post	No. of sanctioned posts		
1.	Joint Secretary (Training)	1	0	0
2.	Under Secretary (Training)	0	1	0
3.	Assistant Secretary (Training)	0	0	1
4.	Section Officer	1	1	1
5.	Senior Assistant	1	1	1
6.	Junior Assistant	2	1	0
7.	Junior Accountant	1	1	1
8.	Multi Tasking Staff (MTS)	1	1	1
	Total	7	6	5

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c) **NORMS FOR OPENING OF NEW SUB-REGIONAL OFFICES WITH SANCTIONED POSTS**

S. No.	Name of the Post	No. of sanctioned posts		
		A	B	C
		No. of sanctioned posts		
		401 -600 or 50001-75000	251-400 or 25001-50000	150-250 or upto 25000
		Category of Sub-RO/BO		
		Registered Students for Class IX & XI		
		No. of affiliated Schools		
1.	Under Secretary	1	1	0
2.	Assistant Secretary	0	0	1
3.	Section Officer	2	1	0
4.	Superintendent	1	1	1
5.	Senior Assistant	1	1	1
6.	Junior Assistant	1	1	1
7.	Multi-Tasking Staff (MTS)	2	1	1
	Total	8	6	5

The functions of newly created Sub-Regional Offices are attached at **Annexure-A**.

4. Based on the aforementioned norms, the Committee has recommended opening of following six Regional Offices, CoEs and six Sub-Regional Offices:-

(i) **New Regional Offices & CoEs with co-terminus jurisdiction:**

S. No.	New Regional Offices	Jurisdiction
1.	Ahmedabad	Gujarat
2.	Gurugram	12 Southern Districts of Haryana (Bhiwani, Charkhi Dadri, Faridabad, Gurugram, Jhajjar, Mahendragarh, Nuh, Palwal, Panipat, Rewari, Rohtak and Sonipat)
3.	Kolkata	West Bengal
4.	Lucknow	30 Districts of Uttar Pradesh (Amethi, Auraiya, Ayodhya, Bahraich, Balrampur, Banda, Barabanki, Etawah, Farrukhabad, Fatehpur, Firozabad, Gonda, Hamirpur, Hardoi, Jalaun, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Mahoba, Mainpuri, Pilibhit, Raebareli, Shahjahanpur, Shrawasti, Sitapur, Unnao)
5.	Raipur	Chhattisgarh
6.	Ranchi	Jharkhand

(ii) **New Sub-Regional Offices: -**

S. No.	Sub-Regional Offices	Jurisdiction
1.	Srinagar/Jammu	UT of Jammu & Kashmir
2.	Shimla	Himachal Pradesh
3.	Gangtok	Sikkim
4.	Agartala	Tripura
5.	Itanagar	Arunachal Pradesh
6.	Hyderabad	Telangana

(iii) The revised jurisdiction of existing Regional Offices shall be as under: -

Region	Existing Jurisdiction	Revised Jurisdiction
Delhi (East)	Delhi (East)	Delhi (East)
Delhi (West)	Delhi (West)	Delhi (West)
Prayagraj	49 Districts of UP	23 Districts of UP (Ambedkar Nagar, Azamgarh, Ballia, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Ghazipur, Gorakhpur, Jaunpur, Kaushambi, Kushinagar, Maharajganj, Mau, Mirzapur, Pratapgarh, Prayagraj, Sant Kabir Nagar, Siddharth Nagar, Sonbhadra, Sultanpur, Varanasi)
Patna	Bihar & Jharkhand	Bihar

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Region	Existing Jurisdiction	Revised Jurisdiction
Panchkula	Haryana & Himachal Pradesh	10 Districts of Haryana (Ambala, Fatehabad, Hissar, Jind, Kaithal, Karnal, Kurukshetra, Panchkula, Sirsa and Yamunanagar) and Himachal Pradesh, UT of Chandigarh, UT of Ladakh
Noida	18 Districts of Uttar Pradesh	15 Districts of Uttar Pradesh (Agra, Aligarh, Amroha, Baghpat, Badaun, Bulandsahar, Etah, Gautam Buddha Nagar, Ghaziabad, Hapur, Hathras, Kasganj, Mathura, Meerut and Sambhal)
Chandigarh*	Punjab, UT of Chandigarh, UT of Jammu & Kashmir, UT of Ladakh	Punjab, UT of Jammu & Kashmir
Ajmer	Gujarat, Rajasthan	Rajasthan
Bhubaneshwar	Odisha, West Bengal & Chhattisgarh	Odisha
Chennai	Tamil Nadu, Puducherry, A&N Islands	Tamil Nadu, Puducherry, A&N Islands
Bhopal	Madhya Pradesh	Madhya Pradesh
Dehradun	Uttarakhand & 08 Districts of UP	Uttarakhand and 07 Districts of Uttar Pradesh (Bareilly, Bijnor, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Shamli)
Vijayawada	Andhra Pradesh & Telengana	Andhra Pradesh & Telengana
Pune	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli
Guwahati	Assam, Arunachal Pradesh, Mizoram, Meghalaya, Manipur, Tripura, Nagaland, Sikkim	Assam, Arunachal Pradesh, Mizoram, Meghalaya, Manipur, Tripura, Nagaland, Sikkim
Bengaluru	Karnataka	Karnataka
Trivandrum	Kerala & UT of Lakshadweep	Kerala & UT of Lakshadweep
Dubai, UAE	Foreign Schools	Foreign Schools

* To be shifted to Ludhiana as and when land/building is made available.

5. The Controlling Authority of the Board i.e. Secretary (SE&L), Ministry of Education, Govt. of India vide Note dated 09.08.2024 has approved the recommendations of the Committee for opening of 06 new Regional Offices & COEs and 06 Sub-Regional Offices of the Board with creation of sanctioned posts, re-organisation of the jurisdiction of existing Regional Offices along with the norms for opening of new Regional Offices, CoEs and Sub-Regional Offices henceforth.

The number of sanctioned posts created for 06 new Regional Offices, CoEs and 06 Sub-Regional Offices are attached at **Annexure-B**.

The newly approved Regional Offices, COEs and Sub-Regional Offices shall be made operational as soon as possible but not before 01.04.2025, subject to availability of land/building in the concerned States/UTs.

Accordingly, reporting item will be placed in the forthcoming Finance Committee and Governing Body meetings of the Board.

This issues with the approval of the Competent Authority of the Board


(Himanshu Gupta)
Secretary

Distribution:-

1. PPS to Secretary (SE&L), Ministry of Education – for kind information of Secretary (SE&L), MoE, GOI.
2. Joint Secretary (Institutions), Ministry of Education, Shastri Bhawan, New Delhi
3. Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
4. Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, Noida, Uttar Pradesh – 201307
5. Chairman, National Institute of Open Schooling, A-24/25, Institutional Area, Sector- 62, Noida (UP)
6. Director (Education), Govt. of NCT of Delhi, Old Secretariat, Near Vidhan Sabha, Civil Lines, New Delhi – 110054
7. Education Secretaries/Director (Education) of all concerned States/UTs.
8. Chairman of all concerned States/UTs Education Board.
9. Deputy Secretary to Chairman, CBSE - for kind information of the Chairman, CBSE.
10. All Heads of Departments/Regional Directors of the Board.
11. Joint Secretary (A&L)/(Affiliation)/(Coordination)/(IT)/AIAFA.
12. All the Regional Officers/Head of CoEs of the Board/ACCPD Raebareli.
13. All officers of the Board upto the level of Section Officer.
14. President, Shiksha Board Staff Welfare Association.
15. President, All India CBSE SC/ST Employees Welfare Association.
16. Hindi Cell, CBSE, Headquarter for Hindi Translation.
17. Scrap file/Guard File/Notice Board.



FUNCTIONS OF SUB-REGIONAL OFFICES

The Sub-Regional Offices shall be allocated following functions pertaining to examination activities, student enrichment activities, local coordination etc. with clear-cut demarcation of authority and responsibilities:

	Work allocation	Responsibilities of Sub-Regional Office	Approving Authority
EXAMINATION	Direct Admission cases	Scrutiny and Processing	Regional Officer/ Controller of Examinations
	Subject Corrections/Subject Change cases	Scrutiny and Processing	Regional Officer
	Condonation of shortage of Attendance cases	Scrutiny and Processing	Controller of Examinations/ Chairman
	Correction in candidates particulars in LOC	Scrutiny and Processing	Regional Officer/ Controller of Examinations
	Extending CWSN facilities to the candidates	Scrutiny and Processing	Regional Officer
	Updation of admission master	Scrutiny and Processing	Regional Officer/ Controller of Examinations
CONFIDENTIAL	Centre fixation for all examinations conducted by the Board	Recommended list of Centres for all Board Examinations	Regional Officer/ Controller of Examinations
	Fixation of custodians for all examinations conducted by the Board	Recommended list of Custodians for all Board Examinations	Regional Officer/ Controller of Examinations
	Appointment of CNS for spot evaluation	Recommendations on the CNS names, venue and subject for spot evaluation	Regional Officer
	Local Observers in absence of regular Observer	Appointment of local Observers	Head of Sub-Regional Office under intimation to RO
M&M	Correction in Marksheets/ Certificates of candidate particulars	Scrutiny and Processing	Regional Officer
	Cases related to change in DOB	Scrutiny and Processing	Regional Officer/ Controller of Examinations
MISCELLANEOUS ACTIVITIES	Coordination with schools on all the activities of the Regional Office	Communication, monitoring and submission of report	Regional Officer
	Monitoring of students enrichment activities of the Board	Communication with schools, preparation of statistics, monitoring and submission of report	Regional Officer/ concerned HOD
	Promotion of teachers training activities of the Board	Communication with schools, preparation of statistics, monitoring and submission of report to promote training	Regional Officer/ concerned HOD
	Act as a local representative of the Board in the State/UT	Coordination and communication with State Education Department and State Board, teachers training institutions, etc.	Regional Officer/ concerned HOD/Chairman
	Coordination of Competitive/ Eligibility/Recruitment or any other special examination conducted by the Board	Coordination with City Coordinators, District Administration, Police Authorities and Board representatives	Regional Officer/ concerned HOD
	Coordination with Regional Offices/ Centres of sister organisations i.e. KVS/ NVS/JNV & State Education Department/ Board to facilitate smooth conduct of Board Examination and activities	Submission of reports and data called by Regional Office, monthly update of activities	Regional Officer
	Monitoring of Court Cases	Appearance of Advocate, filing of replies, para-wise comments, disposal of cases	Regional Officer/ Joint Secretary (A&L)
	Redressal of Grievances	Settlement of grievances and reply to applicant	Regional Officer/ concerned HOD



SANCTIONED POSTS FOR NEW REGIONAL OFFICES, CoES AND SUB-REGIONAL OFFICES**A. Regional Offices:**

Name of the posts with Pay Level as per 7 th CPC	No. of sanctioned posts for newly established Regional Offices						
	Ahmedabad	Gurugram	Kolkata	Lucknow	Raipur	Ranchi	Total
Regional Director (Level-13A)	0	1	0	0	0	0	1
Joint Secretary (Level-13)	1	0	1	1	1	1	5
Deputy Secretary (Level-12)	0	1	0	1	0	1	3
Under Secretary (Level-11)	2	2	2	2	2	2	12
Under Secretary (IT) (Level-11)	0	1	0	0	0	0	1
Assistant Secretary (Level-10)	2	3	2	3	2	3	15
Sr. Private Secretary (Level-10)	0	1	0	0	0	0	1
Assistant Secretary (IT) (Level-10)	1	0	1	1	1	1	5
Accounts Officer (Level-10)	0	1	0	0	0	0	1
Private Secretary (Level-7)	1	0	1	1	1	1	5
Section Officer (Level-7)	3	5	3	4	3	4	22
Junior Accounts Officer (Level-7)	1	0	1	1	1	1	5
Sr. Translation Officer (Level-7)	0	1	0	0	0	0	1
Section Engineer (Level-7)	0	1	0	0	0	0	1
Junior Engineer (Level-6)	1	0	1	1	1	1	5
Superintendent (Level-6)	6	10	6	8	6	8	44
Sr. Accountant (Level-6)	0	1	0	0	0	0	1
Junior Translation Officer (Level-6)	1	0	1	1	1	1	5
Senior Assistant (Level-4)	4	6	4	5	4	5	28
Accountant (Level-4)	1	0	1	1	1	1	5
Junior Assistant (Level-2)	4	6	4	5	4	5	28
Junior Accountant (Level-2)	1	2	1	1	1	1	7
Multi-Tasking Staff (Level-1)	6	8	6	7	6	7	40
Total	35	50	35	43	35	43	241



B. Centre of Excellence:

Name of the posts with Pay Level as per 7 th CPC	No. of sanctioned posts for newly established Centre of Excellence (CoEs)						
	Ahmedabad	Gurugram	Kolkata	Lucknow	Raipur	Ranchi	Total
Joint Secretary (Training) (Level-13)	0	1	0	0	0	0	1
Under Secretary (Training) (Level-11)	0	0	0	1	0	1	2
Assistant Secretary (Training) (Level-10)	1	0	1	0	1	0	3
Section Officer (Level-7)	1	1	1	1	1	1	6
Senior Assistant (Level-4)	1	1	1	1	1	1	6
Junior Assistant (Level-2)	0	2	0	1	0	1	4
Junior Accountant (Level-2)	1	1	1	1	1	1	6
Multi-Tasking Staff (Level-1)	1	1	1	1	1	1	6
Total	5	7	5	6	5	6	34

C. Sub-Regional Offices:

Name of the posts with Pay Level as per 7 th CPC	No. of sanctioned posts for newly established Sub-Regional Offices						
	Jammu or Srinagar	Shimla	Gangtok	Agartala	Itanagar	Hyderabad	Total
Under Secretary (Level-11)	0	1	0	1	1	1	4
Assistant Secretary (Level-10)	1	0	1	0	0	0	2
Section Officer (Level-7)	0	1	0	1	1	2	5
Superintendent (Level-6)	1	1	1	1	1	1	6
Senior Assistant (Level-4)	1	1	1	1	1	1	6
Junior Assistant (Level-2)	1	1	1	1	1	1	6
Multi-Tasking Staff (Level-1)	1	1	1	1	1	2	7
	5	6	5	6	6	8	36

NEW