

# St. Cecilia's Public School (Minority)

(Sr. Sec. Recognised and Affiliated to CBSE)

F-Block, VIKASPURI, New Delhi – 18.

Tel: 45535761-62, 28536267

Ref. No. St.CPS/2021/22/CBSE REG./4

Dated: 28.06.2021

SUBJECT: INFORMATION REQUIRED FOR CLASS XII C.B.S.E. BOARD EXAMINATION 2021-22

Dear Parents,

You as well as your ward must be feeling happy that he / she will be appearing for Class XII C.B.S.E. Examination in March 2022. Thereafter C.B.S.E. issues Marksheet/ Certificate to individual Candidates. Needless to say, these are very important documents and useful throughout the life of your ward as these form the basis for further studies. What matters most is the correctness of the entries recorded in the documents issued by the C.B.S.E.

You are requested to fill in the Proforma given below neatly and correctly. This will form basis of information to be furnished to the C.B.S.E., and has to be taken very seriously. Kindly take special care to write correct alphabets of Candidate's, Father's, Mother's Name according to **Class X Passing certificate**.

This exercise is being done to eliminate chances of mistake, if any, in the C.B.S.E. Certificate. To get it rectified later on is an exercise full of unwanted hazards. It is, therefore, in your interest to fill the Proforma with utmost care and submit it by 05.07.2021 to your Class Teacher through email on the official email id along with the scanned documents.

Regards,

Principal (Acting)

CLASS XII Section \_\_\_\_\_ 2021-22 PROFORMA - INFORMATION FOR C.B.S.E. RECORD – 2021-22

Class XI CBSE Registration No \_\_\_\_\_

Admn/ Code No. \_\_\_\_\_ Admn. Date \_\_\_\_\_

1. Name of the Candidate (In Block Letters) .....
2. Sex (M/F) ..... Whether Single Child .....(Yes/No) Handicap..... (Yes/No)
3. Mother's Name (In Block Letters) ..... Annual Income .....
4. Father's Name (In Block Letters) ..... Annual Income .....
5. Write SC/ST/OBC.....Minority.....(Yes/No, if yes mention Religion)
6. 

Subjects /	Subject Code	Subjects /	Subject Code	Subject Taken
1. English Core	301	7. Economics	030	.....
2. Mathematics	041	8. Physical Education	048	.....
3. Physics	042	9. Business Studies	054	.....
4. Chemistry	043	10. Accountancy	055	.....
5. Biology	044	11. Computer Science	083	.....
6. Pol. Science	028	12. Psychology	037 (Additional)	.....
7. Year of passing Class XI ..... Student's Aadhar Card No. ....
8. Address .....
- Mobile No. .... Email ID .....
9. Roll Number, Board and Year of Passing Class X Exam .....  
(Photocopy of X Passing Certificate / Marksheet to be attached)
10. Last School attended (Class & Year) .....

The above mentioned Subjects and particulars furnished are correct to the best of my knowledge.

Sign.: of Candidate \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Class Teacher \_\_\_\_\_

- Enclosures:
1. Photocopy of Class X, C.B.S.E. Marksheet or Passing Certificate
  2. Photocopy of Caste Certificate if applicable.
  3. Photocopy of Class XI Registration Card.
  4. Photocopy of Student's Aadhar Card .
  5. 2 Passport size coloured photograph in school uniform in a separate envelope with name and class on backside of Photograph to be dropped at school gate.
  6. Send a scanned photograph in school uniform (black & white) with name, Class & section.

Verification & Checking : Name : \_\_\_\_\_

Signature: \_\_\_\_\_