

**Nagaland Board of School Education  
Kohima**

**CIRCULAR**

Dated Kohima, the 30<sup>th</sup> April, 2019

NO.NBE-48/Ex-QH/2019-20 :: It is hereby notified for information of the heads of institutions registered with the NBSE to note and follow the points given below:

1. Every registered school should have a qualified Principal/Headmaster or Headmistress.
2. The Principal/Headmaster/Headmistress shall append his/her full name, signature and designation while signing the official letters. Letters without the signature, full name of the head of the institution will not be accepted.
3. Signature seal should not be used in the official letters, PCR and CCE Report Card.
4. In the absence of the Principal/Headmaster where the Vice Principal or the Asstt. Headmaster is taking charge, the Vice Principal or the Asstt. Headmaster can sign the official letters, the PCR and the CCE Report Card giving prior information to the Board.
5. Signature seal can be used only in the answerscripts by the Centre Superintendents.
6. Senior teachers/Graduate teachers signing on behalf of the Principal or Headmaster/ Headmistress will not be considered as valid without the official letter of the School Management in case of private schools and the School Education Department in case of the Government Schools.

Sd/- Asano Sekhose  
Chairman

NO.NBE-48/Ex-QH/2019-20/ 754

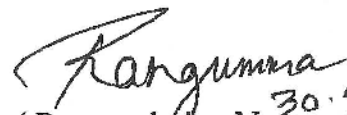
Dated Kohima, the 30<sup>th</sup> April, 2019

A. Copy for information and necessary action :-

- ✓ 1. The Heads of institutions registered with NBSE.

B. Copy for information:

1. The Principal Secretary to the Government of Nagaland,  
Department of School Education & SCERT, Nagaland, Kohima.
2. The Director, School Education, Nagaland, Kohima.

  
(Rangumba Nsarangbe)  
30.4.2019  
Additional Secretary