

**Nagaland Board of School Education  
Kohima**

NOTIFICATION NO.17/2019  
Dated Kohima, the 29<sup>th</sup> April, 2019

NO.NBE-27/EX-COR/2019-20:: It is hereby notified for information of all the heads of registered institutions under NBSE that the following rules/instructions are to be adhered strictly for proper maintenance of **Pupil Cumulative Record (PCR)** and for correction of particulars in the PCR book:

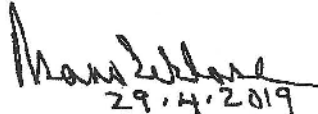
**A. Use of PCR**

1. Every student from Class-I to Class-XII studying in a registered institution of the Directorate of School Education, Nagaland and Nagaland Board of School Education must possess the Pupil Cumulative Record (PCR).
2. Without PCR book, no registered institution should give admission to a student in any Class (except the migrating students from other States/Boards).
3. At the time of recording the bio-data of a child in the PCR at Class-I, schools should ensure that the correct particulars of the child, parents and the real date of birth are entered.
4. The real/full name, the surname/title of the child should be used. Use of short or pet names and initials should be discouraged.
5. Any particulars furnished to the Board should be based on the particulars entered in the PCR. Any change or deviation from the records entered in the PCR is **NOT** permissible.
6. Schools should ensure that all the particulars in the relevant pages of the PCR are filled in. Parents/Guardians signatures in the PCR should be obtained at entry level, i.e., at Class-I. Parents/Guardians/Students should be satisfied that the correct particulars have been entered in the PCR.

**B. Correction, Reconstruction of PCR:**

1. Schools have to seek permission first from the Board for any correction of the child's particulars or for reconstructing the PCR.
2. Tampering or erasing any particulars in the PCR should be avoided. Any attempt to tamper the particulars in the PCR shall invite appropriate action.
3. **No correction in the Date of Birth** once recorded in the PCR shall be allowed.
4. For PCR reconstruction, the institution who forwards the application for correction of particulars shall fill up the corrected particulars and forward the reconstructed PCR to the Board for approval.
5. In case of loss of PCR book, refer the instructions given in page 5 of the PCR book. For reconstructing the PCR in case of loss, the concerned school(s) where the child studied have to re-enter the particulars in the new PCR.

- C. For further details, schools shall refer the notification and instructions given in pages 3, 4, 5 and 6 of the PCR.**

  
29.4.2019  
(Mrs. Asano Sekhose)  
**Chairman**

A. Copy to:-

1. The Heads of all Registered Institutions for information and compliance.

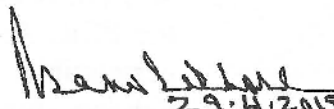
B. Copy for information:

1. The Principal Secretary to the Government of Nagaland, Department of School Education & SCERT, Nagaland, Kohima.
2. The Director, School Education, Nagaland, Kohima
3. The District Education Officer, \_\_\_\_\_.

He/She is requested to inform the content of this notification to the schools under his/her jurisdiction.

4. The Sr. Sub-Divisional Education Officer/ Sub-Divisional Education Officer, \_\_\_\_\_.

He/She is requested to inform the content of this notification to the schools under his/her jurisdiction.

  
29.4.2019  
( Mrs. Asano Sekhosc )  
**Chairman**