NAS Cell CBSE HQ

NAS Cell, Professional Exam. Unit (CBSE)
2, Community Centre, Preet Vihar, CBSE, Delhi- 110092

CBSE/Director/NAS-2021/Functionaries   Date: 27 Sept. 2021

Procedure for Corrections in Mobile No and Mail Id etc.
(URGENT)

The NAS Cell CBSE is getting calls / mails from the nominated Observers and Field Investigators seeking corrections in Mobile Number, e-mail Ids, designations etc. Since, the nominations of Observers and FIs have come from the respective logins, the corrections must come from the respective controlling authority (DLC / DNO) for administrative reasons. This would prevent any unauthorised entry. Accordingly, the Observers / FIs seeking correction should approach concerned DLC / DNO who would forward the cases (in the format below after verification) to **nascbse@gov.in** from the DLC/DNO registered mail Id:

SN	State / District	Name of the FI / Observer	Registration No (For verified cases)	Type of correction (in Mobile No / Mail Id / Design/ Name)	Existing (incorrect)	To be corrected as
1.						

1. It is a requirement to have an audit trail of changes effected for future enquiries / issues. **Individual request will not be entertained**. FIs / Observers must submit requests to their DNO / DLC respectively. DNOs/DLCs already have the right for data editing in their login at pre-registration stage. They must, therefore, make corrections on the Portal. Only the post-registration/post verification cases should be referred to the NAS Cell, CBSE.
2. For correction in case of DNO, the SNO would send the data (after verification) from registered mail id.
3. For correction in case of DLC, the CBSE RO would forward (after verification) in the format above.

DNO/DLC must ensure correct data entry. Wrong entry prevents individual from registering on the NAS portal. As a result, pendency is seen on the dashboard showing "nomination initiated" but no portal activity thereafter. Correct data by the DNO/DLC would help early final appointment of FI / Observer.

All concerned may kindly note for the needful.

(Manoj Kr. Srivastava)
Director (Prof. Exam)
Head-NAS Cell, CBSE

Copy to :

1. All the State Nodal Officers for NAS-2021 for information and necessary action.
2. All the DNOs / DLCs for NAS-2021 for information and necessary action.
3. All Regional Officers of the CBSE
4. NAS Help Desk (Control Room): To process the request forwarded by the DNO/DLC on instant basis and keep the mails received, in the appointment file of the NAS.
5. NAS Appointment File
6. NIC NAS Project Team

Contact us :   Administrative issues : +91-7827286144, +91-8178999210
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