

Email: directoracad.cbse@nic.in
Website: www.cbseacademic.nic.in

Tel: 011-23212603
Tele Fax: 011-23234324



केन्द्रीय माध्यमिक शिक्षा बोर्ड



(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)
शिक्षा सदन, 17, इन्स्टिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, New Delhi-110002

CBSE/ACAD/JS&IC (A&T) 2015

Date: 21st July, 2015

Circular No. Acad-42/2015

All the Heads of Schools affiliated to CBSE

Subject: - Clarification regarding Curriculum Of Subject E-typewriting /E-publishing and E- Office (Code 354) for class IX and X for the session 2015-16.

Dear Principal,

With reference to curriculum of subject e-typewriting/ e-publishing and e-office (354) for class IX and X, the following shall be applicable for the session 2015-16:

1. For class X, the old syllabus will continue.
2. For class IX, renamed and updated syllabus " E-publishing and E-office(354)" (attached with the circular,) will be applicable

It is requested that the same may be circulated to students who have opted subject e-typewriting/ E-publishing and E-office (354).

For any query or clarification, you may contact Dr. Sandeep Kumar Jain, Joint Director (IE) at sandeep2014cbse@gmail.com

With warm regards

D. T. Sudharsan Rao

Joint Secretary & Incharge (Academic and Training)

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110 054.

4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.
10. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001.
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.
12. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
13. All Associate Professor & Additional Directors/ Advisors/ Consultants/Education Officers.
14. All Additional Director/ Joint Director/ Deputy Director/ Assistant Director, Vocational Cell.
15. The Officer in charge of I.T. with the request to put this circular on the CBSE websites.
16. All Assistant Professor & Joint Directors, CBSE
17. All Assistant Professor & Deputy Directors, CBSE
18. The Deputy Director (Examination & Reforms), CBSE
19. The Assistant Librarian, CBSE
20. The Public Relations Officer, CBSE
21. The Hindi Officer, CBSE
22. PS to Chairman, CBSE
23. PS to Secretary, CBSE
24. PS to Controller of Examinations, CBSE
25. PS to Director (Special Exams and CTET), CBSE
26. PA to Joint Secretary and In charge (Academics & Training), CBSE
27. PA to Director (Information Technology)



D. T. Sudharsan Rao
Joint Secretary & Incharge (Academic and Training)