



॥ विद्या योगेन रक्ष्यते ॥

# भारतीय शिक्षा बोर्ड ( BSB )

## (A National School Education Board)

No. BSB/CE/Attendance/AISSE/X/XII/2026

Dated: 24.11.2025

The Principal  
School(s) whose candidates are appearing in  
Board Examinations, March 2026.

**Subject: Standard Operating Procedures for cases where attendance is  
less than the prescribed percentage of attendance.**

Sir,

As you are aware that All India Secondary School (Class X) and All India Senior School (Class XII) Examination, March 2026 will be commencing from 09<sup>th</sup> March 2026. As per Rule 13 of Examination Bye-laws, a student who has at least 75% attendance as on 01<sup>st</sup> January of the year of examination is eligible for appearing in Board's Class-X and XII examinations.

The schools will calculate the attendance of their students on 01.01.2026 to take necessary action as per Rules 13 & 14 of the Examination Bye-laws of Bhartiya Shiksha Board.

A copy of Standard operating procedures for dealing with students having attendance less than the prescribed percentage of attendance has been enclosed with this letter. The schools are requested to read, and understand, the SOP and bring the information to the notice of their Class X and Class XII students and comply with the Standard Operating Procedures in toto.

School will also ensure that shortage of attendance cases, if any, are required to be sent to the Undersigned for condonation of attendance as per Rule 14 of the Examination Bye-laws to avoid any delay. It must be ensured that all such cases being forwarded for condonation of shortage of attendance are as per SOP(s).

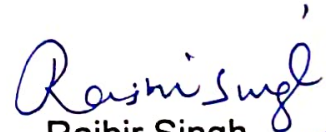
पतंजलि यूनिवर्सिटी कैम्पस, पतंजलि योगपीठ, फेस-1, हरिद्वार-दिल्ली नेशनल हाईवे,  
बहादुराबाद, हरिद्वार, उत्तराखण्ड-249405

वेबसाइट : [www.bsb.org.in](http://www.bsb.org.in), ई-मेल : [secretary@bsb.org.in](mailto:secretary@bsb.org.in), Phone : +91-9868122209

Accordingly, the schools are requested that documents as per requirement may be obtained from the student(s) and must be provided to the undersigned for taking appropriate decision by the Competent Authority of the Board.

Requests sent in contravention of the SOP's will not be considered.

Yours faithfully,



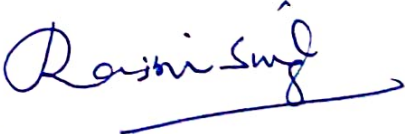
Rajbir Singh

25/11/2016  
**CONTROLLER OF EXAMINATIONS**

Encl: As above

**STANDARD OPERATING PROCEDURES FOR DEALING WITH STUDENTS  
HAVING ATTENDANCE LESS THAN THE PRESCRIBED PERCENTAGE OF  
ATTENDANCE**

1. Schools will take following action:
  - a. Inform the importance of attendance in classes to the students and their parents in the beginning of session;
  - b. Sensitize the students and parents about the relevant rules and about the attendance requirement during the academic session;
  - c. Inform the students and parents the grounds on which shortage of attendance could be condoned;
  - d. Inform the students and parents to submit medical certificate(s) from the competent authority/ leave application supporting the reason for availing/ taking leave as and when leave is availed;
  - e. Warn the students and parents, if they are not attending the classes regularly and maintain the records of such students;
  - f. Inform the parents about shortage of attendance;
  - g. schools will recommend the cases as per Examination Bye Laws only;
  - h. Attendance will be calculated as on 1<sup>st</sup> January of the Academic session;
  - i. Shortage of attendance cases received in the office of Controller of Examination upto 20<sup>th</sup> January of the academic session of Class X and XII will be considered by the Board.
  - j. No case will be accepted after 20<sup>th</sup> of January of the academic session of Class X and Class XII;
  - k. Cases without Mandatory documents will be summarily rejected.





2. In case of shortage of attendance, schools shall be required to procure following documents from the student(s)/ parent(s) and submit to the Controller of Examination of the Board while forwarding the cases for considering condonation of shortage of attendances:

S.No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence from Government Doctor. 3. All Medical reports, X – rays etc. 4. Recommendation of school in the proforma attached.
2	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Request from the parent 2. Death Certificate issued by concerned Authority 3. Recommendation of school concerned in the proforma attached
3	Any other reason of similar serious nature.	1. Request from the parent 2. Certificate issued by concerned Authority supporting the nature of the reason. 3. Recommendation of school concerned in the proforma attached
4	Authorised participation in Sports at National/ International level organized by recognized Federations	1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of school concerned in the proforma attached


*Rajni Singh*

3. Following will be the schedule for sending the request to the BSB for condonation of attendance:

S. No	ACTIVITY	SCHEDULE
1	To consider attendance put in by the student(s) in view of Rule 14(i) of Examination Bye Laws	Upto 1 <sup>st</sup> January of the academic session for Class X and Class XII
2	<b>Schools to compile all such shortage of attendance cases at 1 above in tabular form (separately for Class X and Class XII) supported with documents as mentioned above.</b>	<b>To be sent to Controller of Examination so as to reach by 20<sup>th</sup> January of the academic session.</b>
3	Controller of Examinations will also communicate deficiency, if any, to the schools	Within 07 days from the date of receipt i.e., latest by 27 <sup>th</sup> January of the academic session
4	Schools will communicate fulfilment of deficiency to the Controller of Examinations	Within 07 days from the date of activity at Sl. No. 03 i.e., 3 <sup>rd</sup> February of the academic session.
5	Last date for according approvals by BSB	10 <sup>th</sup> February of the examination year

The schools are directed to read, understand and comply the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/ Parent(s) concerned and provided to the Controller of Examination, Bhartiya Shiksha Board, wherever required.

Yours faithfully,

  
 Rajbir Singh  
 CONTROLLER OF EXAMINATIONS



**PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE  
CASES BY SCHOOLS**

**CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X/XII**  
**(SEPARATE PROFORMA EACH FOR CLASS X AND XII)**

Following candidates of Class \_\_\_\_\_ have not attained the required percentage of attendance during the academic session of 2025-26 as per details mentioned against each:

S.No.	Name of Candidate	Regn. No./ Roll No.	Class	No. of teaching days in the school	No. of days attended by the student	Percentage of attendance put in by the student upto 1 <sup>st</sup> Jan 2026	Recommendation as under –  R for Recommended  N for Not Recommended
1							
2							
3							
4							
5							

Following documents duly attested are attached with following cases

S.No.	Name of Candidate	Name of Document(s) attached

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

Name of Principal: \_\_\_\_\_

School Name & No.: \_\_\_\_\_

Affiliation No.: \_\_\_\_\_

Seal of the School: \_\_\_\_\_

