

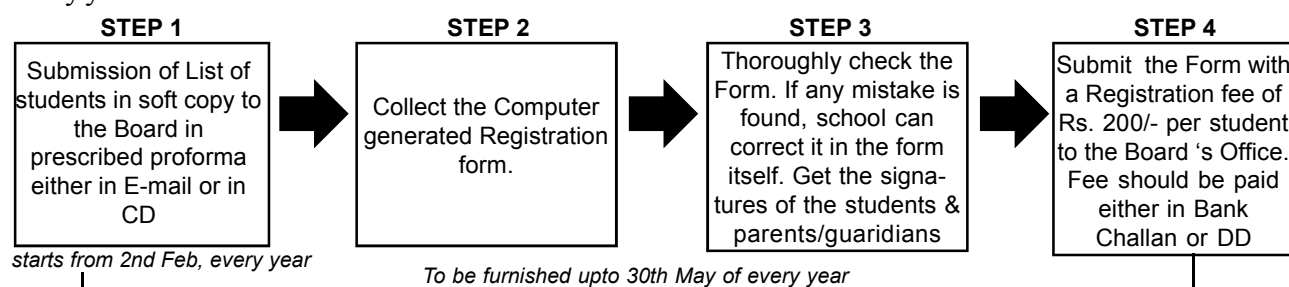
**BOARD OF SECONDARY EDUCATION  
MANIPUR**

**NOTIFICATION**  
Imphal, the 2nd March, 2016

No. Ex/189/Regd/2000 It is hereby notified for information of all the schools recognised by the Board of Secondary Education, Manipur that from the academic session 2016-17, list of Class IX students to be registered with the Board will be received only in soft copy format prepared in Microsoft Excel 2003 or 2007 in a prescribed proforma to be supplied by the Board (sample enclosed as **Annexure I**).

Schools should submit the filled-in proforma to the Board either in E-mail (**[bosemcare@gmail.com](mailto:bosemcare@gmail.com)**) or CD on or before 15th April every year. The Board will issue a computer generated Registration Form (sample enclosed as **Annexure II**) to the Schools. If any minor mistake is found in the form, it can be corrected by using Blue or Black pen (**not Red pen**) by the schools. Any change or correction in the particulars of the students in the registration form, once it is submitted, will be done after payment of the prescribed processing fee. It is mandatory to get the signatures of the students, their parents/guardians and Heads of the institutions and paste a self attested recent colour passport size photograph of the student on the Registration form.

A Registration Fee of Rs. 200/- per student should be paid to the Board at the time of submitting the forms with Bank Challan of a Bank assigned by the Board or DD from any Nationalized Bank drawn in favour of **Secretary, Board of Secondary Education, Manipur** payable at Imphal on or before 30th May every year.



NB :- Online communication with Board and schools will be carried out only with the registered E-mail IDs. To register the E-mail ID of the school, please submit the following particulars in letterhead of the school duly signed by the Head of the Institution with Office seal.

1. E-mail ID
2. Name of the School
3. School Code
4. Name of the Head of the Institution
5. Mobile Number of the Head of the Institution

For more details, please contact us at: **Room No. 202, BSEM Office** or **[bosemcare@gmail.com](mailto:bosemcare@gmail.com)**

**Important Points:**

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| 1. Submission of list in soft copy                  | from 2nd Feb, every year   |
| 2. Last date of submission of soft copy             | 15th April, every year   |
| 3. Registration Fee                                 | Rs. 200/- per student  |
| 4. Submission of system generated Registration form | Without Fine : 30th May, every year<br>With a fine of Rs. 50/- 15th June, every year |

(Dr. Chingangbam Sarat)  
Secretary