

IMPORTANT


**Nagaland Board of School Education  
Kohima**

**NOTIFICATION NO. 27/2022**

Dated Kohima, the 10<sup>th</sup> March 2022

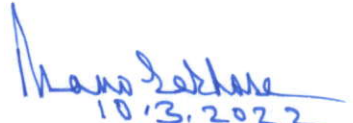
NO.NBE-8/Ad-Misc(10)/2021-22 :: It is hereby notified for information of Heads of Institutions registered with NBSE to take note of the following points for compliance.

1. Schools should be familiar with the NBSE portal – **nbsenl.edu.in** and make use of the portal where latest updated information, circulars/notification are available.
2. Official school email ID and details should be used as login ID in the portal. Personal details should be avoided.
3. Schools should follow the Academic calendar (available in the portal under **menu - information**) and send/upload all the forms in time. The Heads of Institutions should see that information given in the circulars/notifications are circulated to the concerned teachers in their respective schools. Information related to the students must be disseminated to them.
4. All soft copies of forms/offline software for entry of various forms are available in the portal under the **menu – download**.
5. Make use of the specified email IDs and contact numbers given at the bottom of the Academic Calendar for queries in addition to the Helpdesk in the portal.
6. Schools should pay fees within the specified period as notified by the Board. The payment system will not accept any transaction before or after the specified period. Failure to pay within the specified period will invite automatic penalties.
7. At the moment, the payment system is enabled only for net banking, which charges the least amount for service charge. This has been enabled so that schools may avoid incurring huge amounts of service charges for bulk payments. The school may pay from anyone's bank account accessible to net banking facility.
8. Payment of fees by other payment methods is not accepted.
9. Heads of Institutions transferred to another districts should exit from the old district WhatsApp group and asked the administrator to join in the new district WhatsApp group.
10. While submitting the particulars of the students to the Board, utmost care must be taken to see that correct and required details of the students are mailed **after proper verification by the school**.
11. Besides the Board's portal, schools are requested to inform the teachers and students to follow the Board's Twitter (**@nbsenagaland**) and Facebook (**NBSE**) page where MCQs to develop students' creative and critical thinking skills, motivational quotes and notifications are posted.

  
( Mrs. Asano Sekhose )  
**Chairman**

Copy to:

1. The Commissioner & Secretary to the Government of Nagaland, School Education & SCERT, Nagaland, Kohima for information.
2. The Principal Director, School Education, Nagaland, Kohima for information.
3. The Mission Director, Samagra Shiksha, Nagaland, Kohima for information.
4. The Director, SCERT, Kohima, Nagaland for information.
5. All Heads of Registered Institution for information and necessary action.

  
10.3.2022  
( Mrs. Asano Sekhose )  
**Chairman**