



ASSAM STATE SCHOOL EDUCATION BOARD

Div-I (erstwhile SEBA)

Bamunimaidam, Guwahati-21

website: sebaonline.org | email: boardassam@gmail.com

SI No. ASSEB/D-1/JS/REG/2026/06/8

Dated 14th July, 2026

NOTIFICATION

It is for information of all concerned Schools, affiliated under Assam State School Education Board, Division – I, that the Registration Checklist (Draft Registration Cards) of all the students registered in Class IX, 2026 are dispatched to the respective District Regional offices of ASSEB.

All the concerned Member Secretaries of the Regional Offices of ASSEB will receive the packets and distribute them among the Centres for further distribution among the feeder schools.

Schools will distribute the Draft Registration Card among the students for any correction. Students will verify their details printed in the Draft Registration Card with their Birth Certificate and make necessary corrections if required. Schools will collect the corrected Draft Registration Cards and hand it over to the Centre for further submission in the Regional Office of ASSEB.

Regional Offices of ASSEB will collect the corrected Draft Registration Cards (only the ones where correction is required) and make necessary correction in the Registration portal, by 31st Aug 2026.

A detailed instruction with Timelines is enclosed in the Annexure A.

Secretary,
Assam State School Education Board
Division-I
Guwahati-21



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - I

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Annexure A

INSTRUCTION FOR REGISTRATION CHECKLIST CORRECTION

INSTRUCTION FOR DISTRICT REGIONAL OFFICE OF ASSEB

1. Regional Office of ASSEB will distribute the Registration Checklists to each Centre.
2. Regional Office will distribute the Instruction sheets to each Schools through the Centre while distributing the Checklists. For each Centre, please distribute this Instruction sheet equal to the number of feeder schools for that particular Centre.
3. Regional Office will collect the Corrected Registration Checklists only from each Centre.
4. Regional Office will make the necessary corrections in the Registration portal for each Schools within the stipulated time.

INSTRUCTION FOR CENTRE-IN-CHARGE

1. Centre-In-Charge will collect the Registration Checklists from the Regional Office of ASSEB along with the Instruction Sheets.
2. Centre-In-Charge will distribute the Registration Checklists to each feeder Schools.
3. Centre-In-Charge will collect the Corrected Registration Checklists (only) from each feeder Schools.
4. Centre-In-Charge will submit the Corrected Registration Checklist (only) to the Regional Office of ASSEB within the stipulated time.

INSTRUCTION FOR FEEDER SCHOOL

1. Feeder School will collect the Registration Checklists from the respective Centre-In-Charge along with the Instruction Sheet.
2. In every page of Checklist, there are 3 nos of Draft Registration Cards. Feeder school will cut the Draft Registration Card of each student and distribute among the students.
3. Students will verify their details in the Draft Registration Card and make necessary corrections in the Draft Registration Card with RED colored pen only. While correcting the Draft Registration Card students will verify their details with their Birth Certificate or AADHAAR card. The students will sign the draft Registration Card after verification.
4. Feeder School will collect the Draft Registration Card from the students.
5. Feeder School will segregate the Draft Registration card where corrections are required.
6. Feeder School will submit the Corrected Draft Registration cards to Centre-In-Charge for further submission in Regional Office of ASSEB.

TIMELINE FOR REGISTRATION CHECKLIST CORRECTION

Distribution of Registration Checklist among the Centres (by the Regional Offices)	By 31 st Jul 2026
Distribution of Registration Checklist among Feeder Schools (by the Centre-In-Charge)	By 4 th Aug 2026
Distribution of Registration Checklist among the Students (by the Feeder School)	By 7 th Aug 2026
Collection of Corrected Registration Checklist from the Students (by the Feeder School)	By 11 th Aug 2026
Collection of Corrected Registration Checklist from the Feeder School (by the Centre-In-Charge)	By 13 th Aug 2026
Collection of Corrected Registration Checklist from the Centres (by the Regional office)	By 17 th Aug 2026
Correction in the Registration portal to be done by the Regional Office	By 31 st Aug 2026