



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/LOC/X-XII/2025-2026/

27.08.2025

To

The Principal

All Schools affiliated to CBSE

(Through the CBSE website)

This is an extremely important communication for all schools sponsoring candidates of Class X and XII. All school heads are requested to follow all guidelines in this circular and submit correct data in the List of Candidates.

Subject: Submission of List of Candidates (LOC) for Class X (First Examinations) and Class XII for main examinations- 2025-26- reg

Madam/Sir,

Submission of the List of Candidates (LOC) for Class X and XII is the most important activity towards preparation for the conduct of the Board's Examinations every year. This circular explains all the action required to be taken by schools in this regard and is divided in IV Parts for convenience. Principals are requested to go through each part, understand and initiate action so that correct and timely submission of LOC for all candidates of Class X/XII can be undertaken by them. CBSE has already issued circular CBSE/LOC-Prior Information X-XI/2025-26/dated 30/07/2025 for schools to be prepared for submission of LOC by collecting correct data and subject combination of all candidates.

PART I: FOR THE FIRST TIME IN LOC 2025-2026

- A. **This year, CBSE has introduced the two- Board Examination policy for Grade X which has been put in the public domain vide circular CBSE/CE/2-Board Examinations-X/2025 dated 26/6/2025.** Schools are requested to go through the Policy and ensure that LOC for all candidates appearing in Class X is submitted accordingly. It is once again reiterated that the Main Examinations to be held in Mid-February for Class X is mandatory for all students of Class X, hence the LOC should be filled for all Candidates.

- B. **CBSE has decided to link the APAAR id of candidates for both Class X and XII LOC data.**

(i). APAAR IN INDIAN SCHOOLS

CBSE had earlier vide circular no. CBSE/IT& Projects/APAAR ID/2025 dated 24/01/2025 already communicated to schools regarding implementation of APAAR id as the Primary Identifier for students of CBSE affiliated schools only in India. Hence, schools affiliated to CBSE in India will be able to fill the LOC for candidates who have the APPAR id. The APAAR Id filled will be validated by the Board at the time of submission of LOC.

(ii). APAAR IN SCHOOLS SITUATED ABROAD

Schools situated abroad are exempted from APAAR because of various administrative reasons and laws in these countries.

- C. This year, there are two schedules for submission of LOC based on mode of payment of fee. Please see both the schedule at Annexure- A(i) & A(ii) to avoid problem of last date.
- D. Also, both the last dates i.e. LOC submission and payment of fee are same. Meaning thereby, fee is also to be submitted by the last date of submission of LOC. If fee is paid after the schedule date, late fee will be applicable.

PART II: PREPARATORY ACTION TO BE TAKEN BY SCHOOLS

Schools should be ready with the following information of candidates whose data will be filled in the LOC:

- (i). Candidate's personal details like correct Candidate's name/ Father/ Mother/ Guardian's Name/D.O.B.
- (ii). APAAR Id (for schools situated in India).
- (iii). Correct Subject Code and subject Combination as per Scheme of Studies. (should be doubly checked by the schools).
- (iv). Category applying in -FS/Improvement/ Compartment. Refer to **Annexure B**

SUBMISSION OF CORRECT STUDENT DATA AND THE SUBJECTS IS OF UTMOST IMPORTANCE.

- A. This LOC is for the first examinations of Class X. The First Board is mandatory for all candidates. LOC for the Second Board Examination for Class X will be filled any time after the First Examination for Class X is over.
- B. Schools should conduct a detailed orientation of students of Class X and their parents wherein they are informed about the Second Board examination to be conducted by the Board in the month of May 2026. Further, students should be informed that the same subjects filled by the school in this LOC for candidates can be opted during the Second Board examination. Please refer to **Annexure C**.
- C. All School functionaries involved in the Filling of LOC like the Class Teacher/ Subject In -charge/ Coordinator/ Vice Principal/ Office Clerk/ Any other person should be suitably briefed about the circular and the course of action to be taken. It is expected from the schools to assign the task of LOC submission to only one official, who is well aware of the sensitivity of correct data & subject submission and adherence to schedule.
- D. A briefing meeting may also be convened with the students of Class X and Class XII to inform the following: -
1. The importance of submission of the correct data in LOC.
 2. The importance of submission of correct subject names and code in the LOC.
 3. The role and responsibility of the students and their parents in the submission of correct data and correct subjects in the LOC.
 4. Consequences of wrong submission of data in LOC.

Only those students shall be allowed to appear for Class X and XII Board's Examinations in session 2025-26, whose names will be submitted through the online process of submission of LOC as explained in this circular.

- E. All schools need to complete the registration process before proceeding with online submission. Schools will use the 'Affiliation Number' as a user ID, already available to them.
- F. The newly affiliated schools that have not received their password or instructions, should contact the concerned Regional Office of the CBSE for obtaining the same. Upon receiving the password, schools are advised to change the password for future use and keep it confidential to avoid misuse. Maintaining the safety of the password shall be the sole responsibility of the schools.
- G. The Board is extending several exemptions/concessions to candidates with disabilities as defined in the "The Rights of Persons with Disabilities Act 2016". In this context, the schools may refer to the communications available on link https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf

The category of CWSN students shall be carefully selected and submitted in the LOC to ensure that applicable relaxations during the conduct of examinations can be provided to these students in an automated manner.


WHAT IS NEW FOR CWSN IN THE LOC THIS YEAR?

This year, the portal for CWSN will also be made available along with the LOC. However, the last date for submission of CWSN data will be prior to the last date for submission of LOC. So, data and records of CWSN students should be collected and be submitted on the portal. After the last date of submission, schools will not be able to add any other candidate as CWSN.

Schools will ensure that the names of all such students are sponsored by taking necessary action and approvals. Requests from the schools and students will not be accepted once the schedule is over and LOC is submitted.

PART III: ELIGIBILITY CRITERIA OF CANDIDATES FOR LOC 2025-2026

A. Principals/Schools should ensure that: -

- a. Candidates sponsored are their own regular and bonafide students only.
- b. No bonafide student's name is left unsponsored.
- c. Students are not from any unauthorized/unaffiliated schools.
- d. Students are regularly attending classes in the school and fulfilling the minimum attendance norms as per Examination Bye laws of the Board.
- e. Students are not registered with any other School Education Board in addition to CBSE.
- f. The students are eligible to appear in the Board's Examinations for classes X and XII as per provisions of Examination Bye-laws.
- g. In the case of students of Class-XII, it is essential to confirm that they have passed their Class-X examination from a recognized School Education Board only on or before the academic year 2024. 

- B. The essence of the issue is that all those students who are eligible as per Examination Bye-Laws of the CBSE should only be sponsored for Board examinations. In this context, your attention is also invited to provisions of para 14.2 of the Affiliation Byelaws-2018.

These are as follows: -

"It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.


- 14.2.1 Every affiliated school shall present a list of the number of students and their particulars in respect of Classes IX, X, XI & XII at the time of the beginning of an academic session in the manner prescribed by the Board.
- 14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- 14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- 14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- 14.2.5 Every affiliated school shall sponsor regularly its Bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting of affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
- 14.2.6 The school affiliated to the Board shall not send candidates for examination of any other Board/University. It shall prepare candidates for the Secondary and Senior Secondary examinations of the CBSE only."

- C. All schools need to ensure that byelaws/rules of the CBSE are being followed in letter and spirit for submission of the List of Candidates, availability of classrooms, and the teachers. In a section 40 students are allowed and the section teachers ratio is 1:1.5. Further the number of sections is guided by Circular CBSE/Aff /Circular 2025/11/2025 dated 21/7/2025.

www.cbse.gov.in/cbsenew/documents/Circular_Exemption_School_Strength_23072025.pdf


- D. All schools are therefore advised to meticulously fill in the data in the OASIS accordingly.

PART IV: ACTION TO BE TAKEN BY SCHOOLS WHILE FILLING LOC 2025-2026.

1. New Schools have to: -
- First, enter the information on the OASIS portal.
 - Thereafter, they will submit the data on the HPE portal.
- after completing activities (a) & (b) above, they can submit LOC data.
2. Before proceeding with the submission of LOC, existing schools shall have to update the data on the OASIS & HPE Portal. 

3. The information on OASIS should be filled in very carefully as **schools will not be allowed to change the declared section/strength** of students after submission of LOC.
4. **Number of students sponsored by the school should be in proportion to the number of teachers appointed in the school. It will be the responsibility of the school to relieve the teachers for evaluation in accordance with the number of candidates sponsored in each subject. In case, schools will not relieve their teachers, CBSE will be liable to initiate strict action against the school including non-declaration of their results.**
5. Schools will be able to finalize LOC data only when they have first submitted data on the HPE portal. The link of the HPE portal is available on the CBSE website. A confirmation number will be generated after the successful filling of data on the HPE portal. Schools are requested to keep this confirmation number safe for future reference.
6. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be listed as TGT/PGT to ensure the appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, the classes taught by the teachers need to be clearly filled in by the schools. The names of the teachers who have left the school shall be deleted from the data. It is the responsibility of the schools to correctly update the data in the OASIS. In case of TGT teaching classes IX and X, their subject offered by them in graduation needs to be filled.
7. It may be ensured that the full names of all the teachers shall be filled in the OASIS. Abbreviations should not be used. If abbreviations are given, it will be considered incorrect data provided by the schools. No salutations etc. shall be prefixed with the names.
8. **It may be noted that while submitting LOC for classes X and XII, schools will be shown the data of the same students which was submitted by them in the previous year for registering them in classes IX and XI. Schools are advised to "delete" students who have moved out of school due to transfer/other reasons. Schools can add students who have been admitted to the school in Class X/XII under the "DIRECT ADMISSION" category ONLY AFTER obtaining due approval from the concerned Regional Office as per the Board's rules.**
9. Students of Class X/XII of the previous academic session seeking re-admission in respective class shall be considered as RE-ADMISSION cases and the procedure as defined for DIRECT ADMISSION cases will be applicable and thus the same be followed by the schools meaning thereby that due approval is to be obtained from the concerned Regional Office as per Board rules.
10. Schools shall have to complete the LOC submission process Online only. The facility of data filling in downloadable Excel files is not available in the LOC submission module as only minor corrections are allowed in LOC.
11. Schools who had not uploaded the photographs of their students in Class IX/XI registration shall have to upload the same before the final submission of LOC. Newly affiliated schools shall also have to upload photographs of their bonafide students. The

correct procedure for uploading the photographs is given in **ANNEXURE-E**. The schools will also ensure that correct photograph against each student has been uploaded.

12. As per Rule 6.1(a) (iii) of the Examination Bye-Laws, the school shall ensure that the student satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the school is located while seeking admission in a class.
13. Many organizations and States award scholarships based on the financial status of the students. Accordingly, information about the annual income of the parent(s) may be collected as given by them. Schools should not demand ITR/other income proof etc. from parents.
14. As per Affiliation Bye-laws, schools can offer any academic subject in Classes XI and XII except the subjects requiring laboratory work. **In the subjects where laboratory work is involved, the school is required to seek approval, in case the same has not been obtained earlier.** Academic subjects in which laboratory work is not required could be offered by updating the same in the OASIS.
15. As per CBSE Circular no. ACAD-38/2021, no formal permission is required by the affiliated schools for introducing Skill Subject(s) at any level.
16. In accordance with the Scheme of studies, the Board has prescribed a list of valid/invalid combinations of subjects. Schools should check the combination of subjects before filling in the subjects in the LOC as per **ANNEXURE-H** (for Class X) and **ANNEXURE-K** (for Class XII).
17. Details of all students should be submitted only in one lot for each fee slab. Partial submission of data will be not allowed in a fee slab meaning thereby, in each slot, only one list of the students will be accepted.
18. In earlier years, schools were required to send the signed copy of the finalized data of LOC of class X/XII to the concerned Regional Office. From the year 2021 onwards, this practice has been done away with. Now, LOC will be uploaded on the system provided with the E-signature linked with the Aadhaar of the Principal. **IT MAY BE ENSURED THAT THE DATA UPLOADED IS ABSOLUTELY CORRECT AND EXTRA PRECAUTIONS BE TAKEN IN THIS REGARDS BY THE PARENTS/STUDENTS/SCHOOLS.**
19. The link for submission of the online form for Private/2nd chance Compartment candidates will be made available separately.
20. The online submission shall close at 11.59 midnight on the designated last dates. Schools are, therefore, advised to complete the online submission of LOC well in time to avoid the possibility of slow connection/failure to connect to the server on account of heavy load on the internet on the penultimate day or because of any other reason.
21. The last date for each activity is fixed and no extension will be made on the last date. Hence, schools are requested to complete the activity within the scheduled date and time. 

22. After submission of LOC, no request for change of subject, admission in Classes X and XII (except on transfer cases) and concessions for CWSN shall be considered by the Board.
23. After the last date of direct admissions (Expect allowed as per policy), subject change, corrections, CWSN cases, Sports students issues and change of examination centres will not be allowed. Schools and parents are requested to abide by the directions strictly.
24. In the event of any difficulty, the concerned Regional Office may be contacted. CBSE has vide notification no. CBSE/Rectt.Cell/1-76/2025/8234-333 dated 22.08.2025 notified that 04 new Regional offices of the Board have been made functional. Please refer to **ANNEXURE M** regarding the jurisdiction of Various Regional Offices of the Board.

PRECAUTIONS TO BE TAKEN BY SCHOOLS WHILE FILLING LOC 2025-2026.

- A. The spelling of the name of the student/mother/father/guardian is correct and is as per the Admission & Withdrawal Register maintained by the school.
- B. The Date of Birth is correct and is as per the Admission & Withdrawal Register maintained by the school.
- C. Subject combinations are correct and as per the Scheme of Studies.

PLEASE BE NOTED BY THE HEAD OF THE INSTITUTIONS

Such excuses regarding non submission of correct data will not be considered from the schools: -

- (i). that because of the demise of the uncle of the clerk assigned the duty of registration left the station without any information to the Principal,
- (ii). that the teacher responsible for registration was not well or met with an accident and hence, missed registration.
- (iii). that website was not working
- (iv). that students have not provided details
- (v). that a particular student was not coming to the school, hence the name has been missed.
- (vi). That the school forgot the final submission of LOC

ACTION TO BE TAKEN BY THE PRINCIPALS

All principals are directed to seek the report from the concerned teacher/ official each day from 7 days before the last date about the status of the submission of the LOC and the fee payment. It is the prime responsibility of the principal to ensure that the registration of all eligible students with correct data is submitted within schedule.

Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:

(a) In Class - X:

Hindi – A (002), Hindi – B (085),

Urdu A (003), Urdu B (303),

Mathematics Standard (041), Mathematics Basic (241) *g*

(b) In Class – XII:

Hindi Core (302), Hindi Elective (002),
English Core (301), English Elective (001),
Sanskrit Core (322), Sanskrit Elective (022),
Urdu Core (303), Urdu Elective (003),
Mathematics (041), Applied Mathematics (241)

Many schools approach the Board to change the subjects after submission of LOC and also just before the examinations. Such requests shall not be accepted and subjects will not be changed. Hence, all schools should ensure that correct subjects are filled in LOC. Such requests affect the sensitivity of the examinations.

IMPORTANT NOTE :-

In case a school has submitted the LOC within the schedule and has paid the fee also and it is observed by the school that some data has been wrongly submitted, in such cases, the school can correct the data within the last date. If on revising the data, any additional fee is required, the same will also be paid by the school online.

First Example:

If a school has corrected the name of the candidate, added or deleted the Surname, a subject is replaced by another, no fee is to be paid.

Second Example:

If a school has added or replaced a new subject at the 6th place, additional examination /IA/Practical fee as the case may be is to be paid by the school/candidate.

NEW STEP TO ENSURE CORRECT DATA & SUBJECTS FOR EXAMINATIONS 2026

GENERATION OF DATA VERIFICATION SLIP

After the last date, a data verification slip will be generated by the schools for each candidate. In case, if the data i.e. candidate/mother/father/guardian name, date of birth or subject offered is found wrong by the school/candidate, CBSE will allow the **same to be corrected from 13.10.2025 to 27.10.2025. Once this process and period is over, NO CORRECTION WILL BE ALLOWED BY THE BOARD.**

SCHEME OF STUDIES

The Board has prescribed a scheme of studies which is available in the Curriculum on the link https://cbseacademic.nic.in/curriculum_2026.html for Secondary and Senior Secondary classes. Schools are required to offer the subjects in accordance with the Scheme of Studies only. **Subject combinations against the policy/ scheme of studies of the CBSE will not be accepted by the Board and such candidates will be considered as Not Eligible.**

It is expected that the schools will read the guidelines carefully, collect the accurate data of the students & submit the same correctly. Their efforts in uploading correct data will help in providing exact subject Question Papers to the candidates & also in providing documents with correct particulars which will also reduce the cases of corrections in the personal data of the candidates after declaration of results. For any query or help during office hours, kindly visit the link <https://www.cbse.gov.in/cbsenew/contact-us.html>.


Yours faithfully,



(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction and direct them to submit the LOC data correctly and timely:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
5. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066.
6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar Odisha-751005.
7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111.

12. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
13. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh.
14. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005.
15. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.
16. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066.
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
18. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE.
19. All the Heads of Department of the Board.
20. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Principals of the affiliated schools of the Board in their respective regions.
21. Web Admin with the request to put this Circular on the CBSE Website.
22. Media & Public Relations, CBSE for appropriate disseminating and publicity. 

LIST OF ANNEXURES

ANNEXURE	A(I) & A(II)	Fee details for submission of LOC in Class X/XII
ANNEXURE	B	Categories of students appearing through schools for Class XII
ANNEXURE	C	Categories of students appearing through schools for Class X
ANNEXURE	D	Summary of activities for submission of the list of candidates (LOC)
ANNEXURE	E	Procedure for online filling of the list of candidates for X and XII
ANNEXURE	F	Steps for scanning and uploading photographs
ANNEXURE	G	Scheme of studies class X
ANNEXURE	H	Subject list for class X
ANNEXURE	I	Examples of subject combinations for class X
ANNEXURE	J	Scheme of studies class XII
ANNEXURE	K	Subject list for class XII
ANNEXURE	L	Examples of subject combinations for class XII
ANNEXURE	M	Jurisdiction of the regional Offices of the Board.



ANNEXURE-A (i)
FEE DETAILS FOR LOC FOR CLASS X AND CLASS XII SESSION 2025-26

SCHEDULE FOR ALL MODES OF PAYMENT OF FEES

EXCEPT CHALLAN- SEE PAGE-14

Fee Slab	Examination Fee to be remitted per student in INR			Schedule for submission of LOC	Window for digital payment
	India	Nepal	Other Countries		
	Class X & XII	Class X & XII	Class X & XII		
Normal fee	1600/- per candidate for 05 subjects	5500/- per candidate for 05 subjects	11,000/- per candidate for 05 subjects	29.08.2025 (FRIDAY) to 30.09.2025 (TUESDAY)	Date of finalization of LOC data.
	320/- per subject per candidate for additional subjects	1100/- per subject per candidate for additional subjects	2200/- per subject per candidate for additional subjects		
With Late fee	Late Fee of 2000/- per candidate in addition to the normal fee prescribed above			03.10.2025 (FRIDAY) to 11.10.2025 (SATURDAY)	Date of finalization of LOC data.
Practical Fee	For Class XII only (i). 160/ per practical subject per candidate for schools in India. (ii). 175/ per practical subject per candidate for schools in Nepal. (iii). 375/ per practical subject per candidate for schools in other countries.				
Migration Certificate	CBSE will not issue a hard copy of the Migration Certificate as a compulsory practice. As per the need, students can apply online after the result declaration to obtain the same. However, a soft copy of the Migration Certificate will be made available immediately after the result declaration for class XII students.				
Visually Impaired Candidates	Visually Impaired candidates are exempted from payment of examination fees for class X and XII.				

2

ANNEXURE-A (ii)**SCHEDULE FOR FEES PAID****THROUGH CHALLAN- SEE PAGE-14**

Fee Slab	Examination Fee to be remitted per student in INR			Schedule for submission of LOC	Window for digital payment
	India	Nepal	Other Countries		
	Class X & XII	Class X & XII	Class X & XII		
Normal fee	1600/- per candidate for 05 subjects	5500/- per candidate for 05 subjects	11,000/- per candidate for 05 subjects	29/08/2025 (FRIDAY) TO 22/09/2025 (MONDAY)	Date of finalization of LOC data.
	320/- per subject per candidate for additional subjects	1100/- per subject per candidate for additional subjects	2200/- per subject per candidate for additional subjects		
With Late fee	Late Fee of 2000/- per candidate in addition to the normal fee prescribed above			03/10/2025 (FRIDAY) TO 08/10/2025. (WEDNESDAY)	Date of finalization of LOC data.
Practical Fee	For Class XII only (i). 160/ per practical subject per candidate for schools in India. (ii). 175/ per practical subject per candidate for schools in Nepal. (iii). 375/ per practical subject per candidate for schools in other countries.				
Migration Certificate	CBSE will not issue a hard copy of the Migration Certificate as a compulsory practice. As per the need, students can apply online after the result declaration to obtain the same. However, a soft copy of the Migration Certificate will be made available immediately after the result declaration for class XII students.				
Visually Impaired	Visually Impaired candidates are				

Candidates	exempted from payment of examination fees for class X and XII.		
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Important Note: The fee will be accepted in the online mode only prescribed by the CBSE. No fee in offline mode, direct deposit in the bank account etc. will be accepted. The offline fee deposited by school/candidate shall not be updated in the school accounts and LOC shall not be accepted.

FEE PAYMENT METHOD	
(A)	Fees for all activities are accepted only through the following digital payments modes by CBSE: India: Internet Banking/UPI/ Debit Card/Credit Card/NEFT/RTGS/ Other Countries including Nepal Internet Banking/ Debit Card/Credit Card/SWIFT
(B)	<ol style="list-style-type: none"> 1. While making the Payment through NEFT/RTGS (over the Counter) the school should ensure that their bank branch takes the Utmost precaution in entering the challan number, challan date and challan amount. Any discrepancy in the above will lead to the automatic rejection of payment and the amount will be reverted back to the school's bank account and school will be responsible for the same. 2. Once the payment is made schools are advised to regularly check their bank account for any kind of unsuccessful payments/rejections. 3. In case of non updation of payment status on the fee portal, schools are advised to not make duplicate payment on the same day and submit their grievance through email on feehelpdesk.cbse@gmail.com
(C)	As SWIFT updating may take 5-7 days, hence, schools situated outside India are advised to complete their process including payment of the fee in such a way that their process is over before the last date.
(D)	<p>In case of Bank related transactions or non-updating of fees on the CBSE server, the schools should contact the respective Bank through which payment was made. Contact details of Banks are given on the CBSE website. Generally, Bank shall be requiring the following information to resolve the issue of non-updating of fees hence, be kept ready before getting in touch with the Bank:</p> <ol style="list-style-type: none"> (i) Mode of payment (ii) Fee Reference No. (iii) Amount deposited (iv) Date of deposit (v) Branch where amount was deposited (vi) Bank reference number (Transaction ID as reflected in Bank Account) (vii) Your contact number.

2

ILLUSTRATION FOR CALCULATING LATE FEE	
	The date on which the data is finalized is taken into account for fee calculation
(i)	If students' details are entered and finalized on or before the last date, the school can pay fee till last date without late fee. Thereafter, late fee shall be applicable.
(ii)	It may be noted that if LOC data of students is not finalized by the last date, late fee will be applicable. No extension of last date will be given after the finalization of data. The finalization of data is an activity subsequent to entry/upload of students' data.
(iii)	Caution: The schools shall ensure that LOC data is finalized in time and fees should be deposited strictly as per schedule. Any delay in in finalization of LOC data and depositing fee shall attract late fee penalty as given above.



ANNEXURE-B

CATEGORIES OF STUDENTS APPEARING THROUGH SCHOOLS FOR CLASS-XII

Based on the different rules of eligibility for appearing in the Board's examination, students have been categorized into various categories. **It has been observed that schools are mentioning wrong categories in the LOC and therefore when the result is declared, candidates' result is calculated wrongly.** Thereafter, schools are making requests to CBSE to change the category of the candidate concerned and correct the result also.

It is brought to the notice of the schools that there are the following 03 categories the students who would be mentioned by schools in LOC -

(A)	<p>Regular candidates – Category 'FS'</p> <p>Students who are bonafide regular students of the school and will be appearing for the first time for the examination are called Regular candidates.</p>
(B)	<p>Essential Repeat candidates – Category 'ER'</p> <p>(i) Candidates who have appeared in the previous year and have been declared as 'ESSENTIAL REPEAT' can re-appear for the examination in the following two manner: -</p> <ul style="list-style-type: none"> (b) As a Private Candidate (Apply at the start of separate LOC) (c) As a Regular candidate through school (LOC will be submitted along with regular candidates and the school will take permission from CBSE for direct admission in Class X/XII as the case may be) <p>Candidates who are studying in the school as regular students to pass the examination shall appear in all the subjects as per the scheme of studies and shall have to complete their attendance requirement. They shall appear in practical/project/IA also.</p> <p>(ii) Candidates who have appeared in the previous year and have been declared as 'COMPARTMENT' can re-appear for the examination of the concerned subject as Private Candidate. Such candidates can also appear as Regular candidates through school but in all the subjects in which they had appeared in the previous year. Candidates who are studying in the school as regular students to pass the examination shall have to complete their attendance requirement. They shall appear in practical/ project/IA also.</p>
(C)	<p>Improvement of Performance – Category 'I'</p> <p>Candidates who have passed the examination in the previous year can appear to improve their performance in the subsequent year only. Such candidates can appear as Private candidates or as Regular candidates through school. Candidates who are studying in the school as regular students to improve their performance shall appear in all the subjects they had appeared in the previous year and shall have to complete their attendance requirement. Their previous year's practical/project/IA marks will be carried over.</p>



ANNEXURE C

CATEGORIES OF STUDENTS APPEARING THROUGH SCHOOLS FOR CLASS-X

Based on the different rules of eligibility for appearing in the Board's examination, students have been categorized into various categories. **It has been observed that schools are mentioning wrong categories in the LOC and therefore when the result is declared, candidates' result is calculated wrongly.** Thereafter, schools are making requests to CBSE to change the category of the candidate concerned and correct the result also.

It is brought to the notice of the schools that there are the following 03 categories the students who would be mentioned by schools in LOC -

- (A) **Regular candidates – Category 'FS'**
- Students who are bonafide regular students of the school and will be appearing for the first time for the examination are called Regular candidates.
- In view of two Board examination in Class X first examination will be the main examination. The Eligibility to appear in the first examination will be:**
- a) **Fresh students of Class X.**
Students appearing for the first time from any school are fresh candidates.
 - b) **Second chance Compartment**
Students placed in the Compartment category in the previous year examination.
 - c) **Essential Repeat of previous year**
Students placed in Essential Repeat in the previous year examination.
 - d) **Improvement examination**
Students who have passed the last year examination but wish to improve their performance in one or more subjects.
- The eligibility to appear in the second examination will be:**
- a) **Improvement category up to 03 main subjects**
Candidates who appeared in the main examination of the same year.
 - b) **First/Third chance compartment**
Candidates placed in the Compartment category this year or for the previous year examination.
 - c) **Compartment + Improvement**
Candidates placed in the Compartment category this year and also wishing to improve their performance in a subject other than compartment.
 - d) **Improvement for the students passed by the replacement of the subject.**

(B)	<p>Essential Repeat candidates – Category 'ER'</p> <p>Candidates who have appeared in the previous year and have been declared as ESSENTIAL REPEAT can re-appear for the examination in the following two manners: -</p> <ol style="list-style-type: none"> As a Private Candidate (Apply at the start of separate LOC) As a Regular candidate through school (LOC will be submitted along with regular candidates and the school will take permission from CBSE for direct admission in Class X/XII as the case may be) <p>Candidates who are studying in the school as regular students to pass the examination shall appear in all the subjects as per the scheme of studies and shall have to complete their attendance requirement. They shall appear in practical/project/IA also.</p> <p>Candidates who have appeared in the previous year and have been declared as 'COMPARTMENT' can re-appear for the examination of the concerned subject as Private Candidate. Such candidates can also appear as Regular candidates through school but in all the subjects in which they had appeared in the previous year. Candidates who are studying in the school as regular students to pass the examination shall have to complete their attendance requirement. They shall appear in practical/ project/IA also.</p>
(C)	<p>Improvement of Performance – Category 'I'</p> <p>Candidates who have passed the examination in the previous year can appear to improve their performance in the subsequent year only. Such candidates can appear as Private candidates or as Regular candidates through school. Candidates who are studying in the school as regular students to improve their performance shall appear in all the subjects they had appeared in the previous year and shall have to complete their attendance requirement. Their previous year's practical/project/IA marks will be carried over.</p>

g

ANNEXURE-D**SUMMARY OF ACTIVITIES****TO BE DONE FOR SUBMISSION OF THE LIST OF CANDIDATES (LOC) X AND XII**

The following Steps 1 to 12 are to be followed in sequence for online submission of details.		
Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Updation/Submission of data on the OASIS portal	Online
2	Health and Physical Education data submission on the HPE portal	Online
3	Registration on the LOC portal.	Online
4	Login	Online
5	Checklist Printing of last year's registered candidates of IX & XI from the portal	Online
6	Checking of Checklist and correction to be marked on Checklist: (a) Correction in candidate's details (b) Addition of Candidates: > For Improvement of Performance > New admissions /Transfer cases from other schools in X/XII > those who have not Qualified/ Passed class X/ XII but wish to repeat in all 5/6/7 subjects as a regular candidate (c) Deletion of Candidates: > Transfer cases to other schools, > Failures in Class IX/XI (d) Whether any correction is required in the photograph of any candidate	Manual
7	Updation of corrections, marked on the checklist on the LOC Portal	Online
8	Checklist Printing of List of Candidates (LOC) – Class X / XII from the portal	Online
9	Uploading of Photographs & Signature	Online
10	Finalization of Data	Online
11	Fee Payment	Online
12	Printing of Final List of Candidates (LOC)	Online
13	Data Verification Slip	Online

2

ANNEXURE-E

PROCEDURE FOR ONLINE FILLING OF LIST OF CANDIDATES FOR X AND XII

A	Login: Only Registered schools are allowed to log in.											
B	Checklist Printing of last year's Registered candidates from the portal i.e.: (a) The details of candidates submitted by the school for registration at the time of Class IX/XI the previous year will be available on the portal (b) Heading of this List will be ' CHECKLIST of last year's Registered CANDIDATES and ELIGIBLE for CLASS X/XII Examinations ' (c) Schools shall print a list of the available details of candidates. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25". (d) The school should print these 2 lists before going to the next step.											
CHECKING OF DETAILS OF CANDIDATES FOR LIST OF CANDIDATES (LOC):												
C	Checking of checklist and corrections to be marked on the checklist: (a) The printed checklist has data from last year's IX/XI students who will now appear in X/XII. (b) Schools should check student details in the List with the Original Admission and Withdrawal register (AWR), Subject Code, and Subject Name offered by the candidate. Photographs of candidates printed in the Checklist are also to be checked. Any Correction/ Addition/Deletion be marked in the checklist. (c) Schools should ensure that all corrections relating to the spellings in the names of the candidate/mother/father, gender, category, date of birth, subjects etc. have been checked and marked in the checklist. (d) If there is a need to add a few students and delete some students School must do the deletion first because it will create space for addition of new candidates.											
D	Deletion of Candidates: <table><tr><th>Reasons for Deletion</th><th>Code for Deletion</th></tr><tr><td>Essential Repeat in Class IX/XI</td><td>Essential Repeat</td></tr><tr><td>Transfers from your school to other Schools</td><td>TRANSFER</td></tr><tr><td colspan="2">Note: Reasons for deletion must be provided as per Code for Deletion in the remark column on the server. Details of these candidates must be noted down.</td></tr></table>		Reasons for Deletion	Code for Deletion	Essential Repeat in Class IX/XI	Essential Repeat	Transfers from your school to other Schools	TRANSFER	Note: Reasons for deletion must be provided as per Code for Deletion in the remark column on the server. Details of these candidates must be noted down.			
Reasons for Deletion	Code for Deletion											
Essential Repeat in Class IX/XI	Essential Repeat											
Transfers from your school to other Schools	TRANSFER											
Note: Reasons for deletion must be provided as per Code for Deletion in the remark column on the server. Details of these candidates must be noted down.												
E	Addition of Candidates: <table><tr><th>Reasons for Additions</th><th>Code for Addition</th></tr><tr><td>New admissions –</td><td></td></tr><tr><td>Transfers from other CBSE Affiliated Schools –</td><td>TRANSFER</td></tr><tr><td>Transfers from Schools not affiliated to CBSE</td><td>DIRECT</td></tr><tr><td>Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.</td><td>IMPROVEMENT</td></tr></table>		Reasons for Additions	Code for Addition	New admissions –		Transfers from other CBSE Affiliated Schools –	TRANSFER	Transfers from Schools not affiliated to CBSE	DIRECT	Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.	IMPROVEMENT
Reasons for Additions	Code for Addition											
New admissions –												
Transfers from other CBSE Affiliated Schools –	TRANSFER											
Transfers from Schools not affiliated to CBSE	DIRECT											
Improvement of Performance – those who have qualified/ Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.	IMPROVEMENT											


	Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the subjects again.	ESSENTIAL REPEAT
	IMPORTANT: <ul style="list-style-type: none"> (i) Schools should seek permission from the concerned Regional Office for the addition of candidates (ii) Regional Offices will give permission after updating the number of candidates on the portal from the school concerned. (iii) Reasons for additions must be provided as per the Code for Addition in the remark column on the portal. Details of these candidates must be noted down. 	
F	Photographs of Candidates: If wrong or not legible/ clear or not available <ul style="list-style-type: none"> • If the photograph printed in the checklist is wrong or hazy /not identifiable or not available, the scanned photograph/ soft copy of the photograph be uploaded online again. • The photograph should be in high contrast with a white background (passport size preferably black & white) photograph. The name of the students along with the date of taking the photograph (the photograph should have been taken on or after 1.7.2025) must be indicated on the photograph. • The scanned photograph should be stored in JPG Format with Registration No. as the filename of the photograph. The Registration No. is printed in the checklist against the candidate's details. Example: If the Photograph of Anil Kumar (whose Registration No. is A119/03001/0057) is wrong or not legible/clear or not available. Photograph of Anil Kumar be scanned and stored as A119030010057.jpg • Photographs be uploaded using the option "Uploading of Photograph" 	
G	Corrections marked on the checklist are to be made on the portal: Marked corrections including uploading of photographs must be carried out by typing on a computer/laptop connected to the CBSE website by choosing the option " Correction of Candidates Details including photographs, if any ".	
H	Correction of Candidate's details including photographs, if any: This activity has three options MODIFY/CORRECT, ADD and DELETE . Corrections marked in the checklist can be carried out on the server as follows:	
	(i)	MODIFY/CORRECT for making corrections: <ul style="list-style-type: none"> • To carry out individual corrections in the Name/subject/other details of the candidate: Corrections in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the checklist be typed and the candidate's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.
	(ii)	ADD: For adding details of any left-out Candidates/ new admissions.

	(iii)	<p>DELETE: For deleting/ removing already available details of the candidate from the list.</p> <ul style="list-style-type: none"> Serial No. of the Candidate printed on the Checklist be entered and the details of the candidate are displayed. Press 'Delete' button to delete the details Details once deleted cannot be recovered and has to be entered again if needed by using the ADD option.
I		<p>Print Check List of List of Candidates again by choosing the option "Checklist Printing of List of Candidates (LOC) with photographs".</p>
<p>Regional Officers of CBSE will keep a strict watch on the corrections/ additions made in particulars of candidates. Schools are advised that only bonafide candidates already registered in class IX/XI are sponsored in LOC of class X/XII. While making corrections schools should ensure that the candidate being sponsored in X/XII is not swapped with any other candidate who has been registered in class IX/XI. While making corrections in subjects (where the change of subject from IX/XI is involved) schools should ensure the approval of CBSE has been obtained. While adding candidates in respect of directly admitted candidates at X/XII it must be ensured that the approval of CBSE is obtained. In case such additions/corrections are not supported with requisite approval from the CBSE, the candidature of such students in the X/XII Board Examination may be rejected at any stage, besides action against the school involved in such malpractice.</p>		
J		<p>Uploading of Photographs.</p> <p>If the Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A119/03001/0057. A photograph of Anil Kumar scanned and stored as A11930010057.jpg has to be uploaded as follows:</p> <ul style="list-style-type: none"> Serial No. of Candidate printed on the Checklist be entered and the details of the candidate and photograph if available in the server are displayed. Photographs of this candidate can be uploaded by choosing the photograph of this candidate stored on the school's computer.
K		<p>Checklist Printing of List of Candidates (LOC) with photographs:</p> <ol style="list-style-type: none"> Schools shall print a list of the submitted details of candidates by choosing the option "Checklist Printing of List of Candidates (LOC) with photographs" using a printer attached to the school's computer. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25". The heading of this List will be 'CHECKLIST OF CANDIDATES FOR LOC FOR CLASS__'
L		<p>Updation of APAAR ID (For schools situated in India only)</p> <ol style="list-style-type: none"> School will open the tab "Update APAAR ID" List of the Candidates with their registration no, candidate name, father name, mother name will be visible to the school School needs to fill the APAAR ID of the corresponding candidate along with the consent to share the APAAR ID School may please note that a valid APAAR ID should be entered in the textbox

M	<p>Finalization of Data (Ensure all corrections have been made before finalization):</p> <ul style="list-style-type: none"> (i) When all corrections have been carried out and the list is error-free, the Finalisation of data can be done. Finalization of data means no more correction /deletion /addition in the data which have been submitted till date i.e., Data submitted shall be deemed as error-free and final. (ii) Fee shall be applicable as per fee schedule i.e., the date on which the data is finalized is taken for the purpose of fee calculation. (iii) After finalization of data, the addition of more candidates is possible provided the date for submission of details is within the schedule and the fee shall have to be remitted as per the fee schedule.
N	<p>Printing of Final List of Candidates (LOC):</p> <ul style="list-style-type: none"> (i) Schools shall take printouts of the final list of Candidates submitted. The Final list has a provision for printing candidates' details. The final list cannot be generated without the submission of fee details. (ii) The school shall obtain the signature of the Mother, the signature of the Father and the signature of the candidate to confirm the name, father name, and mother's name are correct. (iii) The heading of this List will be 'FINAL LIST OF CANDIDATES FOR CLASS ____'. (iv) The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25". (v) Obtain signatures of candidates on the final list.



ANNEXURE-F**STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS**

PHOTO TYPE	
(A)	<p>(i) Photos should be in full colour and of high quality to avoid any visible pixels.</p> <p>(ii) Photos must be taken in the last 6 months.</p> <p>(iii) Head should be positioned directly facing the camera, centered and composing 80% of the image. Photo should capture from slightly above the top of the hair to the middle of the chest.</p> <p>(iv) Have a natural expression - smiling is allowed.</p> <p>(v) Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.</p> <p>(vi) Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.</p> <p>(vii) The individual's full face must be clearly visible.</p>
	
METHOD OF UPLOADING PHOTOGRAPH	
There are two methods for uploading photograph in Registration/LOC Portal :	
(B)	<p>Single Photo Scanning Method</p> <p>(i) Scan the photograph of the candidate and save it as a jpg file</p> <p>(ii) Please ensure that the size of the photo is passport size within 40 kb limit</p> <p>(iii) Save the photograph with registration number of the candidate</p> <p>(iv) Collect all photographs in one folder</p> <p>(v) Got to CBSE website and login in Registration/LOC portal</p> <p>(vi) Go to photo upload option</p> <p>(vii) Select the class for which photograph is to be uploaded and generate list</p> <p>(viii) Click on the browse button provided against each candidate</p> <p>(ix) Select the photograph from the folder and click on upload button</p> <p>(x) Repeat the above step until all photos are upload</p>
(C)	<p>Multiple Photo Scanning Method</p> <p>(i) Ensure that all photos are of the same size</p> <p>(ii) Draw boxes (for 04 or 05 photos in a row) on the plain paper and paste photos in the boxes and scan the page.</p> <p>(iii) Now open the scanned jpg file in Photoshop/paint or any image editing software</p> <p>(iv) Resize the complete image to 1500×1200 pixels</p> <p>(v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl + C</p> <p>(vi) Open a new file in the image editor and paste the selected photograph</p> <p>(vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.</p> <p>(viii) Repeat this step for all the photograph s available in the sheet.</p> <p>(ix) Go to CBSE website and log-in in Registration/LOC portal</p> <p>(x) Go to photo upload option</p> <p>(xi) Select the class for which photograph is to be uploaded and generate list</p> <p>(xii) Click on the browse button provided against each candidate</p> <p>(xiii) Select the photograph from the folder and click on upload button</p> <p>(xiv) Repeat the above step until all photos are uploaded</p>

2

Note:-

- (a) You can generate the check list with photographs to check all photos are correctly uploaded
- (b) In case of correction, you can gain-upload the photograph
- (c) Photos can be changed until data is finalized
- (d) After finalization photos cannot be change

2