



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/LOC/112509/2019/

2nd August, 2019

To
The Principal/Head
All schools affiliated to CBSE

Subject: Submission of List of Candidates (LOC) for Class X/XII Examination, 2020.

Madam/Sir,

In its efforts to streamline the process of conduct of examinations in a time-efficient manner by providing sufficient time for all activities in schools and in the Board, it has been decided to advance the process of submission of List of Candidates (LOC) for Regular Candidates of Class X/XII. Accordingly, the process of submission of List of Candidates shall start from **02.08.2019 (Friday)**. Submission of LOC shall be done through e-Pariksha link-<http://cbse.nic.in/newsite/reg2019.html>.

Following actions are to be taken for registration of students in the List of Candidates: -

1. There are many new information, without understanding which, schools will not be able to fill the LOC correctly. Hence, it is requested that Principals should read this circular personally and understand the same and fill LOC thereafter.
2. As per Notification No. CBSE/Rectt Cell/RO Jurisdiction/2019/2836-2935 dated 24.1.2019, the Board examinations for Class X and XII in the year 2020 will be conducted through 16 Regional Offices of the Board as given in Annexure-4.
3. As the Board has introduced **TWO LEVELS OF EXAMINATIONS IN MATHEMATICS IN Class-X**, hence Circular No. F.1002/CBSE/Dir (Acad)/Mathematics/2019 dated 10th January 2019 (Circular No. Acad-03/2019) issued by CBSE and available at http://cbseacademic.nic.in/web_material/Circulars/2019/03Circular2019.pdf may be studied carefully before filling the LOC for Class-X.
4. Only those students shall be allowed to appear for class X/XII Examination to be held in February/March/April 2020 whose names are submitted through the online process for List of Candidates.

5. Schools should ensure that: -

- (i) Students sponsored are their own regular and bonafide students
- (ii) No bonafide students' name is left unsponsored
- (iii) Students are not from any unauthorised/unaffiliated schools
- (iv) Students are regularly attending classes in your school
- (v) Students are not registered with some other School Education Board.

In this context please see provisions in para 14.2 under the Affiliation Byelaws, 2018, which 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 number of students and their particulars in respect of Classes IX, X, XI & XII at the time of 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 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.”

- 6. Further, to ensure compliance of Examination and Affiliation Bye-Laws, a letter no. CBSE/CE/PS/2019 dated 08.04.2019 has been issued to the Management of the schools and the copy has been marked to the Principals. Compliance of this letter may be ensured strictly.
- 7. All schools need to ensure that rules of the CBSE are being followed in true sense for registration of candidates, availability of class rooms and the teachers. In a section 40 students are allowed, however, based on 1.5 teachers per section, students per section should not exceed 45. Further, number of sections cannot exceed the number of sections permitted by the Board.
- 8. All CBSE affiliated schools are required to register themselves before proceeding for online submission. Schools must use the 'Affiliation Number' as user ID, already available with them.

9. Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password, after which 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.
10. 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, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board is available at link-<http://cbse.nic.in/newsite/attach/CWSN%20April%202019.pdf>.

Features of Online submission of LOC are: -

1. Before proceeding for submission of LOC, existing schools shall have to update the data on OASIS & HPE Portal.
2. Only those TGTs/PGTs who are teaching Classes IX-X/XI-XII respectively should be shown as TGT/PGT to ensure appointment of eligible evaluators for quality evaluation. Accordingly, in OASIS, classes taught need to be clearly filled in by the schools.
3. 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 treated that wrong data of teachers has been provided by the schools.
4. **New Schools have to:-**
 - (i) first enter the information on the OASIS portal
 - (ii) thereafter, they will submit the data on HPE portal.
 - (iii) after completing (i) & (ii), they can submit LOC data.
5. The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students after submission.
6. 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.
7. Schools will be able to finalize LOC data only when they have first submitted data on HPE portal. Link of HPE portal is <http://59.179.16.89/2019/hpe/landing/index.html>. A confirmation number will be generated after successful filling of data on HPE portal. Schools are requested to keep this confirmation number safely for future reference.
8. Schools who had not uploaded the photographs and signature of their students in Class IX/XI registration shall have to upload the same before final submission of LOC. Newly affiliated schools shall also have to upload the photographs and signature of their bonafide students. Correct procedure for uploading of the photographs and signature is given in **Annexure-1**. The Hardware, software and manpower requirements in schools for effective use of CBSE’s IT Applications/Portals is given in **Annexure 2**.

9. It may be noted that while submitting LOC for classes X and XII, school will be shown the data of the same students which was submitted by them 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 in the school in Class X/XII under “DIRECT ADMISSION” category ONLY AFTER obtaining due approval from concerned Regional Office as per Board’s rules.
10. Schools shall have to complete the registration process only Online. Facility of data filling in downloadable Excel file is not available in LOC submission module.
11. Students of Class X/XII of the previous academic session seeking re-admission in respective class shall be considered as RE-ADMISSION cases and procedure as defined for DIRECT ADMISSION cases be followed. Meaning thereby that due approval is to be obtained from concerned Regional Office as per Boards rules.
12. As per Rule 6.1(a) (iii) of the Examination Bye-Laws, 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 organisations and States are awarding scholarships based on financial status of the students. Accordingly, information about annual income of parent(s) may be collected as given by them. Schools should not demand ITR/other income proof etc. from parents.
14. For Class-X (Skill) and Class-XII (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, CBSE shall take following action:
 - (i) Candidates will not be allowed to appear in the examination in those subject(s) and would be treated as not eligible.
 - (ii) Disaffiliation proceedings shall be initiated against the school.
15. Candidates will be provided question papers in the same medium as filled in LOC. Meaning thereby, if a student opts for English as a medium, he will be supplied Question Paper (QP) in only English language. If a student opts for Hindi as medium, he will be supplied bilingual QP i.e. in Hindi & English. Schools are therefore, requested to take the consent of the student about the medium of QP & fill the correct option only to avoid last minute problem. Any issue that may arise in this regard at the time of examination, shall be entirely the responsibility of the school.
16. Board has prescribed scheme of studies which is available in the Curriculum on the link <http://cbseacademic.nic.in/curriculum.html> for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

17. In accordance with the Scheme of studies, Board has prescribed list of valid/invalid combination of subjects. School should check the combination of subjects before filling in the subjects in the LOC as per **Annexure 3/1(for Class X) and 3/2(for Class XII)**.
18. 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.
19. In case of refund of payment/fee, schools should contact the Regional Office concerned.
20. Schools are required to send the signed copy of finalized data of LOC of class X/XII to concerned Regional Office only. Schools are advised not to send it to CBSE, Preet Vihar, Delhi. **It may be noted that data must be uploaded correctly, because from this year onwards, no updation of data from the hard copy of the LOC will be permitted by the CBSE.**
21. Link for submission of online form for Private/2nd chance Compartment will be made available separately.
22. From 2020 examination of Class X & XII, there will be only two categories of fees – one for students studying in schools situated in India and second for students studying in schools situated Outside India. From 2020 examinations, CBSE does not have any scheme as Delhi or All India. It will be only Secondary School Examination (Class-X) and Senior School Certificate Examination (Class-XII).
23. Now, for online submission of LOC, approx. 02 months' time is being given. Schools may upload the data as per their convenience. They can upload the data at number of occasions and save it. However, they need to submit the data on or before the last date alongwith the fee. No change will be allowed after submission of data.
24. On-line submission shall close at 5.00 PM on the designated 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 server on account of heavy load on internet on the penultimate day or because of any other basis.
25. **This year onward, last date for any activity will be fixed and no extension will be made in the last date. Hence, schools are requested to complete activity within schedule date and time.**
26. In the event of any difficulty, concerned Regional Office may be contacted as per jurisdiction/contact details given in **Annexure 4**.

While uploading data, schools will be responsible for ensuring the following: -

1. Spelling of name of student/mother/father/Guardian is correct and is as per Admission & Withdrawal Register maintained by the school.
2. Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.
3. Subject combinations are correct and as per Scheme of Studies.
4. Subject codes should be chosen carefully & especially in the following subjects, codes be chosen correctly:
 - (i) in Class - X : Hindi – A (002), Hindi – B(085), Urdu A(003), Urdu B(303), Mathematics Standard(041), Mathematics Basic(241).
 - (ii) 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).
 - (iii) Selection of Mathematics in Class X be done carefully after going through circular No. F.1002/CBSE/Dir (Acad)/Mathematics/2019 dated 10th January 2019 (Circular No. Acad-03/2019) available at http://cbseacademic.nic.in/web_material/Circulars/2019/03_Circular_2019.pdf

It is expected that the schools will read the guidelines carefully, collect the correct data of the students & submit the same also correctly. Their efforts in uploading correct data will help in providing correct 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 queries call at CBSE Helpline No. 1800-11-8002 between 9.30 AM - 5.00 PM on all working days.

Hindi version follows.

Yours faithfully,



**(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS**

Fee and Schedule for List of Candidates for Class X/XII
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Class X

Fee Slab	Fee to be remitted per Student in INR		Schedule for On-line submission of LOC	Last date for receiving of duly signed copy in Regional Office
	Schools in India	Schools outside India		
With normal fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	02.08.2019 To 30.9.2019	15.10.2019
	Rs.1200/- per candidate for 05 subjects for SC/ST candidates of Government Schools of Delhi			
	Rs.300/- For Additional/ Optional Subject per candidate	Rs.2000/- For Additional/ Optional Subject per candidate		
With Late fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		01.10.2019 to 14.10.2019	25.10.2019
Migration Certificate	Rs. 350/- per candidate			

- **Visually impaired candidates are exempted from examination fee of Class X/XII.**
- **Illustration for calculating Late Fee: -**

Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation

- (i) If students' details are entered on or before **30th September** and finalization of data is done **on 30th September (or earlier)** then NO late fee shall be applicable.
- (ii) If students' details are entered on or **before 30th September** and finalization of data is done **on or after 01st October** then late fee shall be applicable as per slab.

Class-XII

Fee Slab	Fee to be remitted per student in INR		Schedule for On-line submission of LOC	Last date for receiving of duly signed copy in Regional Office
	Schools in India	Schools outside India		
Without late fee	Rs.1500/- per candidate for 05 subjects	Rs.10,000/- per candidate for 05 subjects	02.08.2019 To 30.9.2019	15.10.2019
	Rs.1200/- per candidate for 05 subjects for SC/ST candidates of Government Schools of Delhi			
	Rs.300/- per subject For Additional/ Optional Subject per candidate	Rs.2000/- per subject For Additional/ Optional Subject per candidate		
Practical Fee	Rs. 150/- for each Practical Subject per candidate	Rs.350/- for each Practical subject per candidate		
With Late fee	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)		01.10.2019 to 14.10.2019	25.10.2019
Migration Certificate	Rs. 350/- per candidate			

- **Visually impaired candidates are exempted from examination fee of Class X/XII.**
- **Illustration for calculating Late Fee: -**

Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation

- (iii) If students' details are entered on or before **30th September** and finalization of data is done **on 30th September (or earlier)** then NO late fee shall be applicable.
- (iv) If students' details are entered on or **before 30th September** and finalization of data is done **on or after 01st October** then late fee shall be applicable as per slab.

Fee Payment

(a) Fees for all activities is accepted only through following digital payments modes by CBSE:-

In India- Debit Card / Credit Card / NEFT/ RTGS

Foreign- Debit Card / Credit Card / SWIFT

(b) Before payment of fee, schools can take the print of LOC in the form of check list. Once fee is paid, final LOC will be printed, and no correction could be made in the online or offline mode thereafter.

(c) As SWIFT updation may take 2-3 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) In case of Bank related transaction or non-updation of Fee on server, the schools should contact the respective Bank through which payment was made. Contact details of Banks is given on CBSE website. Generally, Bank shall be requiring following information to resolve the issue of non updation of fee hence, be kept ready before getting in touch with the Bank:-

- (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

STEPS FOR SCANNING AND UPLOADING OF PHOTOGRAPHS

PHOTO TYPE

- Photo should be in full colour and of high quality to avoid any visible pixels.
- Photo must be taken in the last 6 months.
- Head should be positioned directly facing camera, centered and compose 80% of image. Photo should capture from slightly above top of hair to middle of chest.
- Have a natural expression - smiling is allowed.
- Subject (candidate) is in clear focus and distinguishable from the background. Solid colour backgrounds are best.
- Eyes must be open and looking at the camera. Glasses must not be tinted unless worn daily for medical purposes.
- The individual's full face must be clearly visible.



METHOD OF UPLOADING PHOTOGRAPH

There are two method for uploading photograph in Registration/LOC Portal:

1. Single Photo Scanning Method
2. Multiple Photo Scanning Method

1. Single Photo Scanning Method

- i) Scan the photograph of the candidate and save it as a jpg file
- ii) Please ensure that the size of the photo is passport size within 40 kb limit
- iii) Save the photograph with registration number of the candidate
- iv) Collect all photographs in one folder
- v) Got to CBSE website and login in Registration/LOC portal
- vi) Go to photo upload option
- vii) Select the class for which photograph is to be uploaded and generate list
- viii) Click on the browse button provided against each candidate
- ix) Select the photograph from the folder and click on upload button
- x) Repeat the above step until all photos are upload

2. Multiple Photo Scanning Method

- i) Ensure that all photos are of the same size
- 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.
- iii) Now open the scanned jpg file in Photoshop/paint or any image editing software
- iv) Resize the complete image to 1500×1200 pixels
- v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl+C
- vi) Open a new file in the image editor and paste the selected photograph
- vii) Save the new file as jpg file in the photograph folder. Name this file on candidate's registration number.
- viii) Repeat this step for all the photographs available in the sheet.
- ix) Go to CBSE website and login in Registration/LOC portal
- x) Go to photo upload option
- xi) Select the class for which photograph is to be uploaded and generate list
- xii) Click on the browse button provided against each candidate
- xiii) Select the photograph from the folder and click on upload button
- xiv) Repeat the above step until all photos are uploaded

Note:-

- i) You can generate the check list with photographs to check all photos are correctly uploaded
- ii) In case of correction, you can gain-upload the photograph
- iii) Photos can be changed until date is finalised
- iv) After finalisation photos cannot be change

HARDWARE, SOFTWARE AND MANPOWER REQUIREMENTS IN SCHOOLS FOR EFFECTIVE USE OF CBSE IT APPLICATIONS/PORTALS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
OASIS	<ul style="list-style-type: none"> • WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & GEO-TAGGING
HPE	<ul style="list-style-type: none"> • WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH KNOWLEDGE OF COMPUTERS
REGISTRATION	<ul style="list-style-type: none"> • WEB BROWSER (PREFERABLY CHROME LATEST VERSION) • MICROSOFT EXCEL (PREFERABLY 2010 OF HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
LOC	<ul style="list-style-type: none"> • MICROSOFT EXCEL (PREFERABLY 2010 OR HIGHER VERSION) • PHOTOSHOPS FOR CROPPING OF PHOTOS (IF REQUIRED) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • MOBILE PHONE WITH GPS FACILITY (FOR GEO-TAGGING) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
HERITAGE QUIZ: Stage 1- Registration	<ul style="list-style-type: none"> • WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
HERITAGE QUIZ: Stage 2- Registration	<ul style="list-style-type: none"> • WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> • COMPUTER/LAPTOP WITH AT LEAST 2GB RAM • GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/WIFI DONGLE) • UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> • PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
SCIENCE EXHIBITION	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH ATLEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS(IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
KNOW YOUR APTITUDE APTITUDE (KYA)	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH ATLEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
OSAMS	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER (FOR SCANNING DOCUMENTS TO UPLOAD) ○ PRINTER (FOR PRINTING HARD COPY OF DOCUMENTS) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING
ADHYAPAK (Examiners Data Bank)	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ UPS(IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS
e-IG	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERABLE 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTER (FOR PRINTING HARD COPY OF GRADE LIST) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
IAPX	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERABLE 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING

	SOFTWARE REQUIREMENTS	HARDWARE REQUIREMENTS	MANPOWER REQUIREMENTS
e-PARC	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ SCANNER FOR SCANNING CANDIDATES PHOTOS) ○ LASER PRINTER (FOR PRINTING HARD COPY OF AWARD LIST) ○ UPS(IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTERS & SCANNING
e-THEORY	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERRABLY CHROME LATEST VERSION) ○ MICROSOFT EXCEL (PREFERABLY 2010 OR HIGHER VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH AT LEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTERS FOR MAKING MULTIPLE COPIES OF APTITUDE TEST ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF MICROSOFT EXCEL & SCANNING
e-PARKIKSHA	<ul style="list-style-type: none"> ○ WEB BROWSER (PREFERABLY CHROME LATEST VERSION) 	<ul style="list-style-type: none"> ○ COMPUTER/LAPTOP WITH ATLEAST 2GB RAM ○ GOOD INTERNET CONNECTIVITY (BROADBAND/LEASE LINE/ WIFI DONGLE) ○ LASER PRINTER (FOR PRINTING HARD COPY OF CANDIDATE LIST, ADMIT CARDS AND ATTENDANCE SHEETS ETC.) ○ UPS (IN CASE OF DESKTOP) 	<ul style="list-style-type: none"> ○ PERSON WITH GOOD KNOWLEDGE OF COMPUTER

SCHEME OF STUDIES

ANNEXURE 3/1

SECONDARY SCHOOL EXAMINATION (CLASS X)
FOR ACADEMIC SESSION 2019-2020

Class IX and X is an integrated course. Students will study only those subjects in Class X which they have studied in Class-IX. Students can offer minimum 5 subjects as under:-

Subjects		Name of Subjects	
Compulsory	Subject 1	Language I (Hindi - A or Hindi - B or English Language and Literature (Group-L))	
	Subject 2	Language II (Anyone from the Group of Languages (Group-L) other than Language chosen at Subject 1)	
	Subject 3	Mathematics Standard OR Mathematics Basic	}
	Subject 4	Science	
	Subject 5	Social Science	
Optional		Subject 6	Skill subject (from the group of Skill subjects) (Group-S)
		Subject 7	Language III (Group-L) /Any Academic subject (Group-A2) other than opted above
Subjects of Internal Assessment	Subject 8 and 9 (Assessment and certification at school level)	<u>Art Education</u> <u>Health & Physical Education</u>	

Important Instructions: -

- (a) If a student fails in any one of the three compulsory academic subjects (i.e. Science, Mathematics and Social Science) and passes the Skill subject (offered as 6th optional subject), then that particular compulsory subject will be replaced by the Skill subject and result of Class X Board examination will be computed accordingly.
- (b) If a student fails in any language subject out of first five subjects, the same will be replaced by language taken as seventh subject (optional), provided he or she has passed seventh language subject, and after replacement either Hindi or English remains as passed language in first five subjects.
- (c) It is expected that all the students would have studied three languages up to class VIII. Those students who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus and textbooks as are prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX may be given another opportunity in class X.

- (d) Hindi and English must be two of the three languages to be offered. Hindi and English must have been studied at least up to class VIII.
- (e) Hindi or English must be one of the two languages to be studied in class IX and X. Hindi and English can also be offered simultaneously. In Hindi, two courses have been provided for class IX and X keeping in view the varying backgrounds of the students and a student may either opt for Hindi A (Code 002) or Hindi B (Code 085).
- (f) Students offering additional sixth skill subject can also offer an additional language III/subject as 7th subject.
- (g) For Class-X(Skill) and Class-XII (Academic & Skill), schools are advised to offer only those subjects which have been permitted to them by the Board.
- (h) Wherever, restriction on number of candidates has been imposed by CBSE, school cannot exceed such limit of number of candidates. In such cases, if need be, prior permission may be obtained from the Affiliation Unit after adopting due process.
- (i) Board has prescribed scheme of studies which is available in the Curriculum on the link <http://www.cbseacademic.nic.in/curriculum.html> for Secondary and Senior Secondary classes. Schools are required to offer the subjects (**subject to permission by the Board**) in adherence with the Scheme of Studies only.
- (j) 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, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board is available at link-<http://cbse.nic.in/newsite/attach/CWSN%20April%202019.pdf>.
- (k) Board issues mark sheet indicating marks obtained in each subject separately. No aggregate score/percentage is mentioned by the Board. Candidates who take 6/7 subjects and pass in all 6/7 subjects, the percentage is to be calculated according to the norms of college/institution in which the candidate is seeking admission.
- (l) Candidates who have selected 5/6/7 subjects in Class IX and wanted to change/add/delete the subject(s) in Class X due to academic reasons/medical reasons, such cases **should be referred to the concerned Regional Office of CBSE by the respective school latest by 15th July of the academic year only in one lot**. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school and allowed by the Board. The data uploaded for each candidate should be accurate in all respects.
- (m) It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught and allowed by the Board. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate by the school.
- (n) If there is a violation of scheme of study, the data uploaded will show error on server after uploading. The error will be rectified only after choosing correct subject combinations.

EXAMPLES OF SUBJECT COMBINATION FOR CLASS X :

VALID SUBJECT COMBINATIONS

CASE 1

Sub1: 184 English Lang & Lit
Sub2: 085 Hindi Course-B
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 401 Dynamics of Retailing
Sub7: 006 Tamil

CASE 2

Sub1: 184 English Language & Lit.
Sub2: 002 Hindi Course-A
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub7: 122 Comm. Sanskrit

CASE 3

Sub1: 002 Hindi Course-A
Sub2: 009 Marathi
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 403 Security
Sub7: 004 Punjabi

CASE 4

Sub1: 184 English Lang & Lit
Sub2: 006 Tamil
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science

CASE 5

Sub1: 184 English Language & Lit.
Sub2: 002 Hindi Course-A
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science

INVALID SUBJECT COMBINATIONS

CASE 1

Sub1: 002 Hindi Course-A
Sub2: 004 Punjabi
Sub3: 041 Mathematics
Sub4: 086 Science
Sub5: 087 Social Science
Sub6: 402 Information Technology
Sub7: 165 Foundation of IT

INVALID

CASE 2

Sub1: 002 Hindi Course-A

Sub2: 021 Russian

Sub3: 041 Mathematics

Sub4: 086 Science

Sub5: 087 Social Science

Sub6: 401 Retailing

Sub7: 404 Automotive

INVALID

CASE 3

Sub1: 018 French

Sub2: 006 Tamil

Sub3: 041 Mathematics

Sub4: 086 Science

Sub5: 087 Social Science

INVALID

**SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION
CLASS IX 2018-19 AND CLASS X 2019-2020**

LANGUAGE (GROUP-L)		COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)	
CODE	NAME	CODE	NAME
002	HINDI COURSE-A	041	MATHEMATICS STANDARD } ANY ONE
085	HINDI COURSE-B		
184	ENGLISH LANG & LIT.	241	MATHEMATICS BASIC
003	URDU COURSE-A	086	SCIENCE
303	URDU COURSE-B	087	SOCIAL SCIENCE
004	PUNJABI	OTHER ACADEMIC SUBJECTS (GROUP- A2)	
005	BENGALI	031	CAR. MUSIC (VOCAL)
006	TAMIL	032	CAR. MUSIC MEL. INS.
007	TELUGU	033	CAR. MUSIC PER.
008	SINDHI	034	HIND. MUSIC (VOCAL)
009	MARATHI	035	HIND. MUSIC MEL. INS.
010	GUJARATI	036	HIND. MUSIC PER. INS.
011	MANIPURI	049	PAINTING
012	MALAYALAM	064	HOME SCIENCE
013	ODIA	076	NATIONAL CADET CORPS (NCC)
014	ASSAMESE	165	COMPUTER APPLICATIONS
015	KANNADA	154	ELEM. OF BUSINESS
016	ARABIC	254	ELEM BOOK-K & ACCY
017	TIBETAN	SKILL SUBJECTS (GROUP-S) (Any One)	
018	FRENCH	401	RETAILING
020	GERMAN	402	INFORMATION TECHNOLOGY
021	RUSSIAN	403	SECURITY
023	PERSIAN	404	AUTOMOTIVE
024	NEPALI	405	INTRODUCTION TO FINANCIAL MARKETS
025	LIMBOO	406	INTRODUCTION TO TOURISM
026	LEPCHA	407	BEAUTY & WELLNESS
089	TELUGU TELANGANA	408	AGRICULTURE
092	BODO	409	FOOD PRODUCTION
093	TANGKHUL	410	FRONT OFFICE OPERATIONS
094	JAPANESE	411	BANKING & INSURANCE
095	BHUTIA	412	MARKETING & SALES
096	SPANISH	413	HEALTH CARE
097	KASHMIRI	414	APPAREL
098	MIZO	415	MEDIA
099	BAHASA MELAYU	416	MULTI SKILL FOUNDATION COURSE
122	SANSKRIT		
131	RAI		
132	GURUNG		
133	TAMANG		
134	SHERPA		
136	THAI		

SCHEME OF STUDIES

ANNEXURE 3/2

SENIOR SCHOOL CERTIFICATE EXAMINATION
(CLASS XII) FOR ACADEMIC SESSION 2019-2020

Class XI and XII is an integrated course. Students will study only those subjects in Class XII which he/she has studied in Class-XI. Students can offer minimum 5 subjects as under:-

Subjects	Name of Subjects
Compulsory	Subject 1 Hindi Elective or Hindi Core OR English Elective or English Core
	Subject 2 Any one Language from Subject Group - L not opted as Subject 1 OR Any one Subject from Academic Elective Subjects (Group-A)
	Subject 3, Subject 4 & Subject 5 Any three Subjects from Academic Elective Subjects (Group-A) OR Any three subjects from Skill Group-S OR Any three subjects from combination of Group-A & Group-S.
Additional Subject Optional	Subject 6 Any one subject from any subjects' groups not opted above
Subjects of internal assessment	Subject 7 to 9 (Subjects of internal assessment to be taken by all Regular Candidates) 500 - Work Experience 502 – Health & Physical Education 503- General Studies

GENERAL INSTRUCTIONS

- (a) Hindi or English must be one of the two languages to be studied in classes XI and XII. Hindi and English can also be offered simultaneously. In Hindi and in English, two courses are being offered for class XI and XII. Keeping in view the varying backgrounds of the students and a student may either opt for Hindi Elective (Code 002) or Hindi Core (Code 302) and English Elective (Code-001) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.
- (b) Following combinations cannot be taken together;
- (i) Physics (Code 042) and Applied Physics (Code 838) cannot be taken together
 - (ii) Chemistry (Code 043) and Applied Chemistry (Code 839) cannot be taken together
 - (iii) Mathematics (Code 041) and Applied Mathematics (Code 840) cannot be taken together
 - (iv) Out of the following five Computer Science/IT related subjects, a candidate can only opt for one subject: -
 - (a) Informatics Practice (Code 265) old course*,
 - (b) Informatics Practice (Code 065) new course,
 - (c) Computer Science (Code 283) old course*,
 - (d) Computer Science (Code 083) new course,
 - (e) Information Technology (Code 802)
- * These subjects are being offered only for class- XII in 2019-20. These subjects are not available for Class-XI in 2019-20.
- (v) Business Studies (Code 054) and Business Administration (Code 833) cannot be taken together.
- (c) If a student has taken 6 subjects, and if he/she fails in any one of first five subjects, the same will be replaced by the 6th subject provided the candidate satisfies the scheme of studies viz. after replacement by the 6th subject, either Hindi or English remains as one of the main five subjects.
- (d) For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all 6 subjects, the percentage is to be calculated by the employer/institution/university according to the norms of Institution/University/Employer in which the candidate will be seeking admission/employment.

- (e) Candidates who have selected 5/6 subjects in Class XI and want to change/add/delete the subject(s) in Class XII due to academic/medical reasons, such cases should be referred to the concerned Regional Office of CBSE by the respective school latest **by 15th July of that academic year in one lot**. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.
- (f) Only those subjects can be offered by the school to the students for which approval of CBSE has been obtained.
- (g) **For details please refer to Curriculum on link <http://www.cbseacademic.nic.in/curriculum.html>**
11. 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, Notification No. CBSE/Coord/112233/2019 dated 12.04.2019 issued by the Board is available at link-<http://cbse.nic.in/newsite/attach/CWSN%20April%202019.pdf>.
- ~~12.~~ **CBSE does not have concept of streams.** Student can take 01 language and 4/5 subjects out of those listed in the curriculum and available in the school concerned. Schools admit students as per the criteria laid down by its management.

EXAMPLES of SUBJECT COMBINATION FOR CLASS XI & XII (SESSION 2018 – 2020)

VALID SUBJECT COMBINATIONS	
<p>CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education</p>	<p>CASE 6 Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics</p>
<p>CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology</p>	<p>CASE 7 Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core</p>
<p>CASE 3 Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology</p>	<p>CASE 8 Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 044 Biology</p>
<p>CASE 4 Sub1: 002 Hindi Elective Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 048 Physical Education</p>	<p>CASE 9 Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics</p>
<p>CASE 5 Sub1: 301 English Core Sub3: 041 Mathematics Sub4: 042 Physics Sub5: 043 Chemistry Sub6: 083 Computer Science</p>	<p>CASE 10 Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Practice</p>

INVALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Practice Sub5: 083 Computer Science <div style="text-align: right;">} INVALID</div>	CASE 2 Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting Sub 5: 050 Graphics <div style="text-align: right;">} INVALID</div>
CASE 3 Sub1: 322 Sanskrit Core Sub2: 104 Punjabi Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology <div style="text-align: right;">} INVALID</div>	CASE 4 302 : Hindi Core 002 : Hindi Elective 041 : Maths 042 : Physics 043 : Chemistry <div style="text-align: right;">} INVALID</div>
CASE 5 302 : Hindi Core 812 : Marketing 816 : Horticulture 830 : Design 839 : Applied Chemistry <div style="text-align: right;">} INVALID</div>	

* For PWD Candidates, please refer to notification.

**SUBJECT CODE AND SUBJECT NAME LIST FOR ACADEMIC SESSION
CLASS XI 2018-19 AND CLASS XII 2019-2020**

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which they intend to continue in CLASS-XII

LANGUAGES (GROUP-L)	
CODE	NAME
001	ENGLISH ELECTIVE
301	ENGLISH CORE
} Any One	
002	HINDI ELECTIVE
302	HINDI CORE
} Any One	
003	URDU ELECTIVE
303	URDU CORE
} Any One	
022	SANSKRIT ELECTIVE
322	SANSKRIT CORE
} Any One	
104	PUNJABI
105	BENGALI
106	TAMIL
107	TELUGU
108	SINDHI
109	MARATHI
110	GUJARATI
111	MANIPURI
112	MALAYALAM
113	ODIA
114	ASSAMESE
115	KANNADA
116	ARABIC
117	TIBETAN
118	FRENCH
120	GERMAN
121	RUSSIAN
123	PERSIAN
124	NEPALI
125	LIMBOO
126	LEPCHA
189	TELUGU TELANGANA
192	BODO
193	TANGKHUL
194	JAPANESE
195	BHUTIA
196	SPANISH
197	KASHMIRI
198	MIZO

ACADEMIC SUBJECTS (GROUP-A)	
CODE	NAME
027	HISTORY
028	POLITICAL SCIENCE
029	GEOGRAPHY
030	ECONOMICS
031	CAR. MUSIC VOCAL
032	CAR. MUSIC MEL INS
033	CAR.PER INS. MRIDANGAM
034	HIND MUSIC.VOCAL
035	HIND. MUSIC MEL INS.
036	HIND.PER INS.
} Any One	
037	PSYCHOLOGY
039	SOCIOLOGY
041	MATHEMATICS
042	PHYSICS
043	CHEMISTRY
044	BIOLOGY
045	BIOTECHNOLOGY
046	ENGG. GRAPHICS
048	PHYSICAL EDUCATION
049	PAINTING
050	GRAPHICS
051	SCULPTURE
052	APP/COMMERCIAL ART
} Any One	
054	BUSINESS STUDIES
055	ACCOUNTANCY
056	KATHAK - DANCE
057	BHARATNATYAM - DANCE
058	KUCHIPUDI - DANCE
059	ODISSI – DANCE
060	MANIPURI – DANCE
061	KATHAKALI - DANCE
} Any One	
064	HOME SCIENCE
265	INFORMATICS PRAC. (OLD)
065	INFORMATICS PRAC. (NEW)
283	COMPUTER SCIENCE (OLD)
083	COMPUTER SCIENCE (NEW)
} Any One	
066	ENTREPRENEURSHIP
073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
074	LEGAL STUDIES
076	NATIONAL CADET CORPS (NCC)

SKILL SUBJECTS (GROUP-S)			
CODE	NAME	CODE	NAME
801	Retail	821	Media
802	Information Technology	822	Taxation
803	Web Application	823	Cost Accounting
804	Automotive	824	Office Procedures & Practices
805	Financial Markets Management	825	Shorthand (English)
806	Tourism	826	Shorthand (Hindi)
807	Beauty & Wellness	827	Air-Conditioning & Refrigeration
808	Agriculture	828	Medical Diagnostics
809	Food Production	829	Textile Design
810	Front Office Operations	830	Design
811	Banking	831	Salesmanship
812	Marketing	832	Music Production
813	Health Care	833	Business Administration
814	Insurance	834	Food Nutrition & Dietetics
815	X-Ray Technician	835	Mass Media Studies
816	Horticulture	836	Library & Information Science
817	Typography & Computer Application	837	Fashion Studies
818	Geospatial Technology	838	Applied Physics
819	Electrical Technology	839	Applied Chemistry
820	Electronic Technology	840	Applied Mathematics

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

The following Steps 1 to 11 are to be followed in sequence for online submission of details.

Summary of activities to be done for submission of the List of Candidates (LOC) X and XII:

Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Health and Physical Education data submission on HPE portal	Online
2	Login	Online
3	Check list Printing of last year Registered candidates of IX & XI from the portal	Online
4	<p>Checking of details of candidates for List of Candidates (LOC) for X & XII</p> <p>A. Checking of Checklist and correction to be marked on Check list:</p> <ul style="list-style-type: none"> • Correction of candidate's details • Addition of Candidates (For upgradation of Performance/ For Improvement of Performance/ New admissions /Transfer cases from other schools in Class 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), if any. • Deletion of Candidates (Transfer cases to other schools, Failures in Class IX/XI) • Whether Migration Certificate is needed by the candidate or not <p>B. Correction marked on the check list must be made on the portal</p>	Manual
5	Correction of Candidates Details including photographs, if any on the portal	Online
6	Check list Printing of List of Candidates (LOC) – Class X / XII from the portal	Online
7	Uploading of Photographs & Signature	Online
8	Finalisation of Data	Online
9	Fee Payment	Online
10	Printing of Final List of Candidates (LOC)	Online
11	Submission of final List of Candidates (LOC) to Regional Office	Manual

Note:

1. **Login:** Only Registered schools are permitted to login.
2. **Check list Printing of last year's Registered candidates from portal i.e.:**
 - a. The details of candidates submitted by the school for registration at the time of Class IX/Class XI previous year are available on the portal
 - b. Heading of this List will be '**CHECK LIST of last year 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. School should print these 2 lists before going to the next step.

3. Checking of details of Candidates for List of Candidates (LOC):

A. Checking of check list and correction to be marked on check list:

- a. The printed checklist has data of last year IX/XI students who will now appear in X/XII.
- b. School should check student details in the List with the Original Admission and Withdrawal register (AWR), Subject Code and Subject Name offered by candidate. Photograph of candidate printed in the Checklist is also to be checked. Any Correction/ Addition/Deletion be marked in the check list.
- c. **School should ensure that all corrections relating to the spellings in the names of the candidate/mother/father, sex, category, date of birth, subjects etc. have been checked and marked in the check list.**
- d. If there is need of adding few students and deleting some students **School must do the deletion first** because it will create space for addition.

B. Deletion of Candidates:

Reasons for Deletion	Code for Deletion
Failures in Class IX/XI	FAILURE
Transfers from your school to other Schools	TRANSFER

Note: Reasons for deletion must be provided as per **Code for Deletion** in remark column on server. Details of these candidates must be noted down.

C. Addition of Candidates:

Reasons for Additions	Code for Addition
New admissions – Transfers from other CBSE Affiliated Schools – Transfers from Schools not affiliated to CBSE	TRANSFER
	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.	FAILURE

IMPORTANT:

- i) Schools should seek permission from concerned Regional Office for addition of candidates
- ii) Regional Offices will give permission after updating number of candidates on the portal from the school concerned.
- iii) Reasons for additions must be provided as per Code for Addition in remark column on portal. Details of these candidates must be noted down.

D. Requirement of Migration Certificate by candidate:

- **In Class XII:** by default, all candidates have been marked with ‘Y’ (an indicating “Yes” Migration certificate will be provided to the candidate). School have an option to change “Y” to “N”. One of the advantages is that school will get all Migration Certificates in one go from the Regional Office and students will not be required to apply to Regional Office separately. Fee of Rs 350/- per candidate is provisioned for Migration Certificate.
- **In Class X:** by default, all candidates have been marked with “N” (an indication that migration Certificate is not needed by the candidate). If a candidate needs Migration Certificate, the correction may be marked as ‘Y’ and noted down. Fee of Rs 350/- per candidate is provisioned for Migration Certificate.
- In respect of those candidates who do not take migration certificate as detailed above, can take the same from the concerned Regional Office, CBSE at later stage by submitting prescribed application form and paying prescribed fee.

E. Photographs of Candidates: If wrong or not legible/ clear or not available

- **If the photograph printed in check list is wrong or cloudy/not identifiable or not available, scanned photograph be uploaded online again.**
- **The photograph should be high contrast with white background (passport size preferably black & white) photograph. The name of the students along with the date of taking the photograph (photograph should have been taken on or after 1.4.2019) must be indicated on the photograph.**
- **The photograph scanned should be stored in JPG Format with Registration No. as filename of the photograph. The Registration No. is printed in the check list against the candidate’s details. Example: If 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 option “Uploading of Photograph”**

F. Corrections marked on the check list are to be made on portal:

Marked corrections including uploading of photograph must be carried out by typing on computer/laptop connected to CBSE website by choosing option “**Correction of Candidates Details including photographs, if any**”.

4. Correction of Candidate's details including photographs, if any:

Corrections marked in the check list can be carried out on server as follows:

a. This activity has three options **MODIFY/CORRECT, ADD and DELETE.**

i. MODIFY/CORRECT for making corrections:

There are two options:

- To carry out individual corrections in Name/subject/other details of the candidate: Correction in the already submitted details of the candidate can be made. The Serial No. printed against the candidate's details in the check list be typed and the candidate's details shall be displayed on the screen. Required correction/ modification can be typed against the particular details.
- To carry out mass corrections (corrections for more than one candidate at a time) for Migration Certificate.

ii. ADD : For adding details of any left out Candidates/ new admissions.

iii. DELETE: For deleting/ removing already available details of the candidate from the list. *

- Serial No. of Candidate printed on the Check list 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 ADD option.

(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 candidate being sponsored in X/XII is not swapped from any other candidate who has been registered in class IX/XI. While making corrections in subjects (where change of subject from IX/XI is involved) schools should ensure approval of CBSE. 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 addition/corrections are not supported with requisite approval from the CBSE, candidature of such students in X/XII Board Examination may be rejected at any stage, besides action against the school involved in such malpractice.)

b. Print Check List of List of Candidates again by choosing option "Checklist Printing of List of Candidates (LOC) with photographs".

5. Uploading of Photographs.

If Photograph of Anil Kumar is wrong or not legible/clear or not available whose Registration No. is A119/03001/0057. Photograph of Anil Kumar scanned and stored as A11930010057.jpg has to be uploaded as follows:

- Serial No. of Candidate printed on the Check list be entered and the details of the candidate and photograph if available in the server are displayed.
- Photographs of this candidate be uploaded by choosing the photograph of this candidate stored in school's computer.

6. Check list Printing of List of Candidates (LOC) with photographs:

- a. Schools shall print a list of the submitted details of candidates by choosing the option **“Check list Printing of List of Candidates (LOC) with photographs”** using a printer attached with the school's computer.
- b. **The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.**
- c. The heading of this List will be **‘CHECK LIST OF CANDIDATES FOR LOC FOR CLASS.....’**

7. Finalisation of Data (Ensure all corrections have been made before finalisation):

- a. When all corrections have been carried out and the list is error free, Finalisation of data can be done. Finalisation 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.
- b. Fee shall be applicable as per fee schedule i.e. the date on which the data is finalised is taken for the purpose of fee calculation.
- c. After finalisation of data, addition of more candidates is possible provided the date for submission of details is within the time schedule and fee shall have to be remitted as per fee schedule

8. Printing of Final List of Candidates (LOC) for sending to the Regional Office:

- a. Schools shall take print out of Final list of Candidates submitted. The Final list has provision for printing candidates' details. Final list cannot be generated without submission of fee details.
- b. **School shall obtain signature of Mother, signature of Father and signature of candidate to confirm the name, father name, mother name are correct.**
- c. The heading of this List will be **‘FINAL LIST OF CANDIDATES FOR CLASS_____’.**
- d. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25”.
- e. Obtain signatures of candidate on the final list.
- f. A photocopy of the Final printout with Candidate's signature should be retained by the School as office copy.

9. Submission of List of Candidates (LOC) along with proof of remittance of Fee to Regional Office by Post:

Final List with candidate's signature along with proof of remittance of fee and duly filled and signed Certificate by Principal should reach the concerned **'Director/Regional Director/Regional Officer'** of the **Respective Regional Office of the Board** within stipulated schedule given above as per schedule/late fee/penalty given in Fee page.

ANNEXURE 4

FOR ANY QUERY OR HELP CONTACT FOLLOWING DURING OFFICE HOURS

Regional Office	Jurisdiction of Regional Offices	For any technical query regarding Online submission	For any examination related query
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Regional Office - Chennai Central Board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040 Tamil Nadu	Andhra Pradesh, Tamil Nadu, Telangana, Puducherry and Andaman & Nicobar Islands.	rochennai@cbse.gov.in Tel.044-26164608, 044-26162264 Fax: 044-26162212	rochennai.cbse@gmail.com Tel.: 044-26164608
Regional Office - Thiruvananthapuram Central Board of Secondary Education, Block-B, 2 nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004 Kerala	Kerala and Lakshadweep	rotrivandrum.cbse@nic.in Tel:0471-2534404 0471-2534496 Fax:0471-2534406	examcbse.tv@gmail.com Tel: 0471-2987403
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Nr Sankardev Kalakshetra), Panjabari, Guwahati-781037, Assam	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	roguwahati.cbse@nic.in Tel:03612334661 (Direct) EPABX NO.: 0361- 2331995, EXT.- 30 Fax No.: 0361- 2330992	roguwahati.cbse@nic.in Tel: 0361 - 331995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 030 Rajasthan	Gujarat and Rajasthan	roajmer.cbse@nic.in Tel:0145-2634114 011-2634119-(IX/XI Registration Queries) 011-2634118 (Class X LOC Queries) 011-2634117 (Class XII LOC Queries) Fax:0145-2421543	roajmer.cbse@nic.in Tel:0145-2634114 Fax-0145-2421543

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Regional Office – Prayagraj(Allahabad) Central Board of Secondary Education, 35 B, Civil Lines, M.G. Marg , Allahabad(Prayagraj)-211001, Uttar Pradesh	Districts of Uttar Pradesh – Ambedkar Nagar, Amethi, Auraiya, Ayodhya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Barabanki, Basti, Bhadohi, Chandauli, Chitrakoot, Deoria, Etawah, Farukhabad, Fatehpur, Ghazipur, Gonda, Gorakhpur, Hamirpur, Hardoi, Jalaun, Jaunpur, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Kaushambi, Kushi Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Maharajganj, Mahoba, Mau, Mirzapur, Pratapgarh, Prayagraj, Raebareli, Sant Kabir Nagar, Shravasti Siddharth Nagar, Sitapur, Sonbhadra, Sultanpur, Unnao, Varanasi	roallahabad.cbse@nic.in DIRECT LINE : 0532 – 2400434 EPABX LINE : 0532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:0532-2408977	roallahabad.cbse@nic.in Tel:0532-2407970-72
Regional Office- Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttarakhand and Districts of Uttar Pradesh - Badaun, Bijnour, J.P.Nagar/ Amroha, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Sambhal	roddn.cbse@nic.in Tel: 0135-2757744, 0135-2753250 (Extension-205) 0135-2753251, 0135-2753248 Mob No. 7579214383- Helpline	Tel:0135-2757744
Regional Office- Bhubaneswar Central Board of Secondary Education, Plot No. 4, Sailshree Vihar, Chandrshekharpur, Bhubneshwar-751021 Odisha	Chhattisgarh, Odisha and West Bengal	rocbsebbsr@rediffmail.com robhubaneshwar.cbse@nic.in Tel:0674-2548426, 0674-2542312, 0674-2548212(Extn 129), FAX:-0674-2547312, Helpline Mobile No.- 9853246315	Tel:0674-2721712

Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, BaileyRoad, Patna-800014, Bihar	Bihar and Jharkhand	ropatna.cbse@nic.in <u>Tel:0612-2295048,</u> 0612-2295008, 0612-2295080	ropatna.cbse@nic.in ropatna.cbse@gmail.com Ph No. 0612- 2295048, Ext. 24
Regional Office-Bengaluru Central Board of Secondary Education Degree College Building No. 57, Hesarhatta Main Road, Near Sapthagiri Hospital, Chimney Hills, Chikkabanavara, Bengaluru - 560090	Karnataka	cbserobng@gmail.com robengaluru.cbse@nic.in Tel. : 9188381977	cbserobng@gmail.com Tel. : 9188381977
Regional Office-Bhopal Central Board of Secondary Education Shree Bhavan's Bharti Public Plot No-46/2, Kerwa Dam Road Bhopal (M.P) 462044	Madhya Pradesh	robhopal.cbse@gmail.com Tel.: 07879386360	robhopal.cbse@gmail.com Tel.: 07879386360
Regional Office-Chandigarh Central Board of Secondary Education Chandigarh	Jammu & Kashmir, Punjab And U.T. of Chandigarh	rochandigarh.cbse@gmail.com Tel. : 7814277267	Address will be intimated Shortly
Regional Office-Delhi-West Central Board of Secondary Education Second Floor, KV, Old JNU Campus, Baba Gangnath Marg, New Mehrauli Road, New Delhi – 110067	West Delhi, North West Delhi North Delhi, North East Delhi, Central Delhi	rodw.cbse@gmail.com Tel. 011-26711238 011-26711235 011-26711236 011-26711237	rodw.cbse@gmail.com
Regional Office-Noida Central Board of Secondary Education, Regional Office, Father Agnel School, Plot No. 2 & 3, Sector -62 Noida – 201307 (U.P.)	Districts of Uttar Pradesh - Agra,Aligarh, Baghpat, Bareilly, Bulandshahar, Etah, Firojabad, Gautam Budh Nagar, Ghaziabad, Hapur, Hathras, Kasganj / Kashi Ram Nagar, Mainpuri, Mathura, Meerut, Pilibhit, Shahjahanpur and Shamli	ronoida.cbse@gmail.com Tel. : 07827288099 Phone No. 0120-2476551, 0120-2476555	ronoida.cbse@gmail.com Ph. No. 0120- 2476551 Ph. No. 0120- 2476555

Regional Office-Pune Central Board of Secondary Education C Wing 316/A Shoppers Orbit Vishrantwadi Pune (Maharashtra) 411015	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli	ropune.cbse@gmail.com Tel.: 020-46917171 020- 46917100	ropune.cbse@gmail.com Tel.: 020- 46917171 020- 46917100
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