



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/LOC/112509/2019/

2<sup>nd</sup> 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 10<sup>th</sup> January 2019 (Circular No. Acad-03/2019) issued by CBSE and available at [http://cbseacademic.nic.in/web\\_material/Circulars/2019/03Circular2019.pdf](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/2<sup>nd</sup> 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 10<sup>th</sup> January 2019 (Circular No. Acad-03/2019) available at [http://cbseacademic.nic.in/web\\_material/Circulars/2019/03\\_Circular\\_2019.pdf](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**

**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		
<b>With normal fee</b>	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		
<b>With Late fee</b>	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
<b>Migration Certificate</b>	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 **30<sup>th</sup> September** and finalization of data is done **on 30<sup>th</sup> September (or earlier)** then NO late fee shall be applicable.
- (ii) If students' details are entered on or **before 30<sup>th</sup> September** and finalization of data is done **on or after 01<sup>st</sup> 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		
<b>Without late fee</b>	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		
<b>Practical Fee</b>	Rs. 150/- for each Practical Subject per candidate	Rs.350/- for each Practical subject per candidate		
<b>With Late fee</b>	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
<b>Migration Certificate</b>	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 **30<sup>th</sup> September** and finalization of data is done **on 30<sup>th</sup> September (or earlier)** then NO late fee shall be applicable.
- (iv) If students' details are entered on or **before 30<sup>th</sup> September** and finalization of data is done **on or after 01<sup>st</sup> October** then late fee shall be applicable as per slab.