



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/Coord/LOC X/XII//2025-26/

Dated: 17.09.2025

To

The Principal
The All Schools affiliated to CBSE
(Through the CBSE website)

Subject: Awareness for Correct Submission of the data of the Students in the List of Candidates (LOC) for Class X (First Examinations) and Class XII for main examinations- 2025-26- reg

Madam/Sir,

Please refer to the Board notification CBSE/LOC/X-XII/2025-2026 dated 27.08.2025 wherein it was directed that while submitting the data of all eligible candidates for Main Board Examination 2025-26, schools will be responsible for the following:-

1. Spelling of name of student/mother/father/guardian is correct and is as per School Record/Admission & withdrawal register maintained by the school.
2. Date of Birth is correct and is as per School Record / Admission and Withdrawal Register maintained by the school.
3. Subject combinations are correct and as per Scheme of Studies. Subject codes are chosen and filled in the LOC correctly, especially in the following subjects:

A) In Class – X:

Hindi–A (002), Hindi–B (085), Urdu-A (003), Urdu-B (303), Mathematics Standard (041), Mathematics Basic (241) etc.

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) etc.

4. Data parallelly to be updated on the CWSN portal for facilities being sought for such candidates.

To ensure correctness in the data of LOC for Class X/XII, a reminder dated 11 September, 2025 has also issued to all stakeholders.

Further to ensure that Schools and Students are not having problems on account of wrong data, CBSE has taken the following new measures:-

1. **Correction is allowed till last date even after submission of LOC**

If any school has finalized the data and realize that data for any candidate has been wrongly filled, CBSE has given an opportunity for such data to be corrected by the school itself before the last date for LOC submission is over. Information provided in circular dated 27.08.2025 as given below:

“ 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.”

2. **Generation of Data Verification Slip**

After the final submission of the LOC, schools will be able to generate and provide a data verification slip to each candidate. If any error in any data is detected at that stage, the school will be able to update it at that stage as well. Information provided in circular dated 27.08.2025 as given below:

“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.”

PLEASE NOTE:-

Further, once this window provided is over no change in name of the student/parents/DOB or subject correction will be entertained by CBSE for examination 2025-26.

Above efforts are being made by the Board to ensure that correct data is submitted by schools for examinations 2025-2026. Thus, schools are once again directed to ensure that correct data of candidates is submitted timely while submitting the LOC. The same is requested for while submitting Registration data for Class IX/XI.

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:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi -110016. commissioner-kvs@gov.in
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309. nvsshww@gmail.com, commissioner.nvs@gov.in
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054 dired@nic.in
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017 dpi-chd@nic.in
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101 directorhehrdd@gmail.com
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111 dhearunachal@rediffmail.com
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair-744101 nocbseani@gmail.com, neoedn@and.nic.in.
8. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001 tmls-mod@nic.in
9. The Secretary AWES, Integrated Head quarters of MoD (Army), FDRS Building No.202, Shankar Vihar (Near APS), Delhi Cantt – 110010 coordsection.aweshq@awesindia.edu.in
10. The Secretary Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India. nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in
11. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Door darshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005 parag.g@nic.in
12. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066. nesnavy@gmail.com
13. 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. dse-edn@py.gov.in

14. The Principal Director, School Education, Directorate of School Education, Upper Bayavu Hill, Kohima, Nagaland- 797121dio-khm@nic.in, DirectorateSE@gmail.com, examInfoDose@gmail.com
15. The Director School Education Ladakh, Room NO. 101, 102 Ground Floor, Council Secretariate, Kurbathang, Kargil – Ladakh 194103. dseladakh@gmail.com
16. The, Director, Secondary Education Director of Secondary Education, Govt. of Tripura Shiksha Bhavan, Agartala Tripura 799001 director.sed-tr@gov.in
17. The Director, School Education ESS Sector, Itanagar- 791111 secyeduap@gmail.com
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. cbsemediapr@cbseshiksha.in