

**GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
EXAMINATION BRANCH, OLD SECRETARIAT, DELHI-110054**

No.DE.5/31/Pt.VI/Exam/2016/849-856

Date: 22/09/25

CIRCULAR

Subject: Endorsement of CBSE Circulars-reg.

Please find enclosed herewith CBSE Circulars

- (i) No. CBSE/Coord/LOC X/XII/ 2025-26/ dated 17.09.2025 regarding **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 Examination, 2025-26** and
- (ii) No. CBSE/Coord/2025-26/ dated 18.09.2025 regarding **Attention to Parents for Correct Submission of Data & Subjects pertains to Registration of Students (Class IX / XI) and List of Candidates (Class X/XII)**

In this respect, all the Heads of Govt., Govt. Aided & Un-Aided Recognized Schools under the Directorate of Education are directed to go through the content of the aforementioned circulars carefully & ensure strict compliance to the guidelines mentioned therein.

Further, DDE (PSB), DDE (ASB) and all DDEs (District/Zone) are requested to ensure the compliance of the aforementioned CBSE Circulars.

This issues with the prior approval of the Competent Authority.




**DR. RITA SHARMA
ADDL. D.E. (SCHOOL / EXAM)**

Encl: As stated above.

All Heads of Govt., Govt. Aided & Unaided Recognised Schools through DEL E

Copy to:

1. Secretary to Hon'ble CM, GNCT of Delhi
2. Secretary to Hon'ble MoE, GNCT of Delhi
3. PS to Secretary (Education)
4. PPS to Director (Education)
5. All DDEs (District/Zone) through website of Education Department for compliance.
6. DDE (PSB) & DDE (ASB) for compliance
7. Programmer (MIS) for uploading this circular on website of Education Department.
8. Guard file/Concerned file


**PARVINDER KUMAR
DDE (EXAM)**



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.

सिद्धि

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:

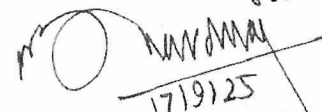
“After the last date, a data verification slip will be generated by the schools for each candidate. In case, if the data i.e. candidate/mother/father/guardian name, date of birth or subject offered is found wrong by the school/candidate, CBSE will allow the same to be corrected from 13.10.2025 to 27.10.2025. 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 tms-mod@nic.in
9. The Secretary AWES, Integrated Headquarters of MoD (Army), FDR Building No.202, Shankar Vihar (Near APS), Delhi Cantt – 110010 coordsection.aweshq@awesindia.edu.in
10. The Secretary Eklaya 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@cbseashiksha.in



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/2025-2026/

September 18, 2025

Attention to Parents for Correct Submission of Data & Subjects

(Pertains to Registration of Students (Class-IX/XI) and List of Candidates (Class-X/XII))

Dear Parents,

Greetings from CBSE!

You may be aware that CBSE has started the Registration of Students for Class IX/XI and submission of the List of Candidates (LOC) for the students of Class X/XII. The Board has issued circulars in this regard which are available at link [https://www.cbse.gov.in/cbsenew/documents/Submission Registration Data Class IX/XI2526 15092025.pdf](https://www.cbse.gov.in/cbsenew/documents/Submission%20Registration%20Data%20Class%20IX%20XI%2025.pdf) & [https://www.cbse.gov.in/cbsenew/documents/LOC 2526 27082025.pdf](https://www.cbse.gov.in/cbsenew/documents/LOC%202526%2027082025.pdf) on Boards Website.

The schedule for the Registration of Students (Class IX/XI) and Submission of LOC (Class X/XII) is given below:

Schedule for Submission of LOC (CLASS X/XII)		Schedule for Registration of Students (CLASS IX /XI)	
Without late fee	29.08.2025 (Friday) to 30.09.2025 (Tuesday)	Without late fee	16.09.2025 (Tuesday) to 16.10.2025 (Thursday)
With Late fee	03.10.2025 (Friday) to 11.10.2025 (Saturday)	With Late fee	17.10.2025 (Friday) to 31.10.2025(Thursday)

For the parents whose wards are studying in Class IX & XI or Class X & XII, submission of correct personal details and subjects offered are of utmost importance for the future of your ward and the smooth conduct of examinations. Prioritizing attention at this moment will save your ward from many serious consequences pertaining to passing documents with correct details and correct subjects to ensure the availability of correct subject question papers in the examinations.

It has been observed that during Registration and submission of LOC, parents are submitting incorrect information and once the Registration and LOC process is over and even after the result is declared, they are making requests to the schools and Board to correct the data of the students. Also, the request is made to correct the subject(s) after the submission of the LOC which affects the smooth conduct of examination.

[Signature]

The Board has taken the following decisions to ensure the smooth conduct of examinations and to avoid problems for the examinee:

1. Once the date of Registration and submission of LOC is over, a data verification slip will be above issued to candidates/parents. If there is any type of any correction in candidate's particulars: name /Parent's name /D.O.B or subject correction, the same can be done during the schedule for data verification as given below:-

LOC (CLASS X/XII)	Registration (CLASS IX/XI)
13.10.2025 (Monday) to 27.10.2025 (Monday)	14.11.2025 (Friday) to 28.11.2025 (Friday)

2. In Classes X & XII, no correction will be made thereafter.

To avoid any problems, the following requests are made to the parents:

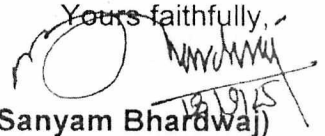
1. Be attentive when agreeing to the information for Registration and LOC.
2. The personal data of your ward i.e. Name, Date of Birth, Mother's Name and Father's name should be correctly filled in for Registration and LOC.
3. All names with the expanded form may be filled in and not the short names as in future at many places, documents in extended form are required.
4. The surname must be given in case your ward is planning to go abroad as this is the requirement of several countries.
5. The Date of Birth should be correct in all respects.
6. While submitting data, details given in the passport may also be checked, if a passport has been issued to your ward.
7. Subjects be filled in with due care in the LOC of both Classes X and XII as no change will be accepted after schedule for the same.
8. It is the responsibility of the parents that all data submitted should be correct.
9. The parents are also requested to visit the schools and support them in the timely submission of the Registration and LOC as once the date is over; no date will be extended.



Through this letter, CBSE is approaching the parents to bring it to their notice that correct data submission is the first requirement for the successful conduct of examinations. Your valuable time and attention given for correct data and subject submission will not only help the Board in smooth and fair conduct of examination but save the parents & students also from several problems which they might face in future because of the wrong submission of data and subjects.

It is expected that parents will take the necessary action immediately.

With best wishes,

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 requests accordingly :-

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 diredu@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), FDRC 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. neests-tribal@tribal.gov.in, commissioner.neests@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- 797121 dio-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@cbse.org