No. DE.5/31/Pt-IV/Exam/2016/763-67   Date: 23.10.2018

//CIRCULAR//

Subject: Submission of List of Candidates (LOC) for Classes X & XII Examination, 2019 – reg.

Please find enclosed herewith CBSE Circular No. CBSE/LOC/112509/2018 dated 16.10.2018 reg. Submission of List of Candidates (LOC) for Classes X & XII Examination, 2019.

In this regard, all the Heads of Govt., Govt. Aided & Unaided Recognized Schools are hereby informed that CBSE has opened the link for submission of List of Candidates (LOC) for Regular Candidates of classes X & XII. The last date for submitting the LOC without late fee is 05.11.2018.

Some of the main points of CBSE Circular are as under:

1. LOC data will only be finalized when schools have first submitted data on HPE portal. Link of HPE portal is available on CBSE website. A confirmation number will be generated after filling of data on HPE portal. Schools are hereby directed to keep this information number safely for future reference.

2. Schools are advised to "delete" students who have moved out of school due to transfer/other reason. Schools can add students who have been admitted in the school in Class X/XII under "DIRECT ADMISSION" cases after due approval from concerned Regional Office as per Board's rules.

3. **Candidates will be provided question papers in the same medium as filled in LOC. Meaning thereby, if a student is opting English as medium, he will be supplied QP in only English language. If a student opting Hindi as medium, he/she will be supplied bilingual QP i.e in Hindi & English. Heads of schools are directed to take the consent of student about the medium of QP & fill the correct option only to avoid last minute problem.**

4. Schools have to complete the registration process only online. Facility of data filling in downloadable Excel file is not available in LOC submission module as it was available in online registration in classes IX & XI.

5. Schools are required to send the signed copy of finalized data of List of Candidates of classes X & XII to concerned Regional Office only.

6. Only Government and Govt. Aided Schools of Delhi have been covered under the "DELHI SCHEME" by CBSE. Hence, these schools have to remit the fees prescribed for DELHI SCHEME. All other schools affiliated to the Board are covered under "All India Scheme" and have to remit the fees prescribed under ALL INDIA SCHEME.

Heads of Schools are also directed to ensure that while uploading data:

1. Spelling of student, mother's name & father's name 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 are as per Scheme of Studies.
4. Subject codes may be chosen carefully & especially in the following subjects codes be chosen correctly:
   - (a) Selection of Hindi-A, Hindi-B & Urdu etc. in Class-X.
   - (b) Selection of Hindi (Core), Hindi (Elective), English (Core), English (Elective), Sanskrit (Core), Sanskrit (Elective), Urdu (Core), Urdu (Elective) etc.

All the Heads of Government, Govt. Aided & Unaided Recognized Schools are directed to examine the guidelines carefully as issued by CBSE vide Circular No. CBSE/LOC/112509/2018 dated 16.10.2018, before uploading the LOC of Regular Students of Classes X & XII. Heads of schools are also directed to disseminate this information to all concerned teachers, students and their parents.

(Dr. Saroj Sain)
Addl. DE (Exam)

Encl: <u>As stated above</u>

To
All the Heads of Govt., Govt. Aided & Unaided Recognized Schools through DEL E.

Copy to:

1. PPS to Secretary (Education)
2. PS to Director (Education)
3. All RDEs/DDEs (District & Zonal)/DEOs through DEL E
4. ADE (IT) to get it placed on website of Dte. of Education.
5. Guard file.

(Mukta Soni)
D.D.E (Exam)

CBSE/LOC/112509/2018/ 16th October, 2018

To

The Principal/Head
All schools affiliated to CBSE

Subject: Submission of List of Candidates (LOC) for Class X/XII Examination,2019

Madam/Sir,

Submission of List of Candidates (LOC) for Regular Candidates of Class X/XII has started. The link is available on website www.cbse.nic.in. Following actions are desired to be taken for registration of students: -

- Only those students whose List of Candidates is submitted through this online process shall be allowed to appear for class X/XII Examination to be held in February/March/April 2019. The examinations for the subjects to be held in February and March/April are given in Circular No. **Coord. /Exam/2018 dated 5th October, 2018**. 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.

- 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. Keeping password safely shall be the responsibility of the school.

- In the event of any difficulty, concerned Regional Office may be contacted as per jurisdiction/contact details given in the (Annexure – II).

- 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/112233/2018 dated 26.09.2018** issued by the Board, may please be referred to. For seeking exemptions/concessions, all requests received from students by the school may be sent to concerned R.O. by the last date i.e. 05th November, 2018 of submission of LOC. Details of disability of the candidates will be collected separately .

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली – 110092
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092
फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: www.cbse.nic.in

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Features of Online submission of LOC are: -

1. Schools will be able to finalize LOC data only when they have first submitted data on HPE portal. Link of HPE portal is available on CBSE website. 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.

2. For existing schools, the data as provided last year while registering students in Class IX/XI will be reflected for LOC. Schools are advised to "delete" students who have moved out of school due to transfer/other reason. Schools can add students who have been admitted in the school in Class X/XII under "DIRECT ADMISSION" cases after due approval from concerned Regional Office as per Board's rules.

3. 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.

   The information on OASIS should be filled very carefully as schools will not be allowed to change the declared section/strength of students afterwards.

4. 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.

5. 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.**

6. For class X/XII, 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/additional subject, it may lead to action against the school in addition to cancellation of candidature of such students.

7. **Candidates will be provided question papers in the same medium as filled in LOC. Meaning thereby, if a student is opting English as a medium, he will be supplied QP in only English language. If a student opting 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.**

8. Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/curriculum.html on website http://cbseacademic.nic.in/ for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

9. 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.

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10. Schools can complete the registration process only Online. Facility of data filling in downloadable Excel file is not available in LOC submission module as it was available in online registration in class IX & Class XI.

11. In case of refund of payment/fee, schools should contact the Regional Office concerned.

12. Schools are required to send the signed copy of finalized data of List of Candidates of class X/XII to concerned Regional Office only. Schools are advised not to send it to CBSE, Preet Vihar, Delhi.

13. Instructions for submission of online form for Private/2nd chance Comptt. will be issued separately.

14. Only Government and Govt. Aided schools of Delhi are covered under the "DELHI SCHEME", hence they have to remit the fees prescribed for DELHI SCHEME. All other schools affiliated to the Board in the country & abroad are covered under "All India Scheme" and have to remit the fees prescribed under ALL INDIA SCHEME.

15. Schools should send names of only those students who are bonafide regular candidates of the school. In the event of sponsoring unauthorized candidates (or students from other non-affiliated school) strict action as per the Affiliation Bye-laws will be taken against such Schools.

16. On-line submission shall be closed after the last date and no entry shall be accepted after the last date. 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 or because of any other basis.

17. Schools are expected to submit the correct data. There is penalty for correction in data after submission/finalization of LOC and late submission of hard copy of LOC (Annexure – I).

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

(i) Spelling of student, mother's & father's name is correct and is as per Admission & Withdrawal Register maintained by the school.

Date of Birth is correct and is as per Admission & Withdrawal Register maintained by the school.

(ii) Subject combinations are correct and are as per Scheme of Studies.

(iii)   Subject codes may be chosen carefully & especially in the following subjects codes be chosen correctly:

(a) Selection of Hindi - A, Hindi - B & Urdu etc in Class – X.
(b) Selection of Hindi (Core), Hindi (Elective), English (Core), English (Elective), Sanskrit (Core), Sanskrit (Elective), Urdu (Core), Urdu (Elective) etc.

It is expected that the schools that they 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 QP to the candidates & also in providing the correct passing documents.

For any queries call at CBSE Helpline No. **1800-11-8002** between 9.30 AM- 5.30 PM on all working days.

Yours faithfully,
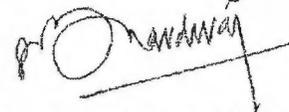
(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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
	Schools in India (ALL INDIA SCHEME)	Government & Aided Schools of Delhi (DELHI SCHEME)	Schools Abroad (Foreign)	
Without late fee	Rs.750/- per candidate for 05 subjects	Rs.375 /- per candidate for 05 subjects	**Rs.5000/- per candidate for 05 subjects**	16.10. 2018 To 05.11. 2018
	Rs.150/- For Additional/ Optional Subject per candidate	Rs. 75/- For Additional /Optional Subject per candidate	Rs.1000/- For Additional/ Optional Subject per candidate	
Migration Certificate	Rs. 250/- per candidate			
With Late fee (Slab – I)	Last date With Late Fee of Rs.500/- per candidate (in addition to Fee prescribed)			06.11.2018 to 22.11.2018
With Late fee (Slab – II)	Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed)			23.11.2018 to 30.11.2018
With Late fee (Slab – III)	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)			01.12.2018 to 07.12.2018
With Late fee (Slab – IV)	Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed)			08.12.2018 to 14.12.2018

Class-XII

Fee Slab	Fee to be remitted per student in INR			Schedule for On-line submission of LOC
	Schools in India (ALL INDIA SCHEME)	Government & Aided Schools of Delhi (DELHI SCHEME)	Schools Abroad (Foreign)	
Without late fee	Rs.750/- per candidate for 05 subjects	Rs.600/- per candidate for 05 subjects	Rs.5000/- per candidate for 05 subjects	16.10. 2018 To 05.11.2018
	Rs.150/- per subject For Additional/ Optional Subject per candidate	Rs. 120/- per subject For Additional /Optional Subject per candidate	Rs.1000/- per subject For Additional/ Optional Subject per candidate	
Practical Fee	Rs. 80/- for each Practical Subject per candidate	Rs.80/- for each Practical subject per candidate	Rs.200/- for each Practical subject per candidate	
Migration Certificate	Rs. 250/- per candidate			
With Late fee (Slab – I)	Last date With Late Fee of Rs.500/- per candidate (in addition to Fee prescribed)			06.11.2018 to 22.11.2018
With Late fee (Slab – II)	Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed)			23.11.2018 to 30.11.2018
With Late fee (Slab – III)	Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)			01.12.2018 to 07.12.2018
With Late fee (Slab – IV)	Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed)			08.12.2018 to 14.12.2018

- **For SC/ST candidate from Govt. /Govt aided schools of Delhi, Examination fee will be Rs. 50/- per candidate. Such candidates if require Migration Certificate, Rs. 250/- will be charged additionally. Late fee will be applicable as per the schedule.**

- **Visually impaired candidates are exempted from examination fee of Class X/XII.**

- Duly signed LOC should be sent to the concerned RO within 7 days of finalization of data.

- 15 days grace time in place of 7 days for Postal receipt of hard Copy of Final List of candidates (LOC) will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and schools in foreign countries.

- **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.e. If students' details are entered **before 05ʰ November or earlier** and finalization of data is done **on 05th November (or earlier)** then NO late fee shall be applicable. If students' details are entered **before 05th November** and finalization of data is done **on 06th November** then late fee shall be applicable as per slab.

PENALTIES IN CASE OF CORRECTION IN DATA IS REQUESTED AFTER FINALIZATION OF DATA

	HEADS OF ACTIVITIES	AMOUNT OF PENALTY (in INR)	REMARKS
a.	Penalty for correction in subject after submitting online LOC	Rs. 1000/-	per subject per candidate
b.	Penalty for Correction in Hardcopy of Internal Assessment marks submitted Online	Rs. 1000/-	per candidate
c.	Penalty for late submission of hardcopy		
(i)	Upto 15 days after prescribed date of submission	Rs. 5000/-	Per school
(ii)	upto 30 days after prescribed date of submission	Rs. 10000/-	Per school
(iii)	upto 45 days after prescribed date of submission	Rs. 15000/-	Per school
(iv)	upto 60 days after prescribed date of submission	Rs. 20000/-	Per school
d.	Approval of direct admission after 31st August of the academic session accept on grounds of Transfer of parent(s) or shifting of residence	Rs. 1000/-	Per student

Scheme of Studies – Secondary School Examination for academic session Class X 2018-19

Class IX and X is an integrated course. Students will study only those subjects in Class X which he/she has studied in Class-IX. Students can be given minimum 5 subjects as under:-

Subjects		Name of Subjects
Compulsory	Subject 1	Language I (Hindi Course - A or Hindi - B or English Communicative or English Language and Literature (Group-L)
	Subject 2	Language II (Any one from the Group of Languages (Group-L) other than Language chosen at Subject 1
	Subject 3	Mathematics ⌐
	Subject 4	Science ⊢ (Group- A1)
	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	Art Education Health & Physical Education

Important Instructions: -

(a) Candidates will be provided question papers in the same medium as filled in LOC. Meaning thereby, if a student is opting English as a medium, he will be supplied QP in only English language. If a student opting 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.

(b) 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 it will be replaced by the Skill subject and result of Class X Board examination will be computed accordingly.

(c) 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.

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(d) 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. No student shall be eligible to appear at the Secondary School Examination of the Board at the end of class X unless she/he has cleared the third language.

(e) 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.

(f) 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).

(g) Students offering additional sixth skill subject may also offer an additional language III/subject as 7th subject.

(h) For Skill subjects, only those subjects can be offered for which permission has been given by CBSE to the school.

(i) Wherever restriction on number of candidates has been imposed by CBSE, school should not exceed such limit of number of candidates.

(j) Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/curriculum.html on website http://cbseacademic.nic.in/ for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

(k) 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/112233/2018 dated 26.09.2018** issued by the Board, may please be referred to. For seeking exemptions/concessions, all requests received from students by the school may be sent to concerned R.O. by the last date i.e. 05th November, 2018 of submission of LOC. Details of disability of the candidates will be collected separately .

(l) 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.

(m) 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 had to be referred to the concerned Regional Office of CBSE by the respective school before 31st August of the academic year. 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.

(n) 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.

(o) 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 :

Correct Subject Combination	Wrong Subject Combination
CASE 1 Sub1: 101 English Comm. Sub2: 085 Hindi Course-B Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 401 Dynamics of Retailing Sub7: 006 Tamil	**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: 184 English Language & Lit. Sub2: 002 Hindi Course-A Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub7: 122 Comm. Sanskrit	**CASE 2** Sub1: 002 Hindi Course-A Sub2: 021 Russian Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science Sub6: 401 Dynamics of Retailing Sub7: 404 Automotive Technology　**INVALID**
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 3** Sub1: 018 French　**INVALID** Sub2: 006 Tamil Sub3: 041 Mathematics Sub4: 086 Science Sub5: 087 Social Science
CASE 4 Sub1: 101 English Comm 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 Sub6: 402 Information Technology	

Subject Code and Subject Name for Secondary School Examination
For academic session Class X 2018-2019

LANGUAGE (GROUP – L)	
CODE	**NAME**
002	HINDI COURSE-A ⎱ ANY
085	HINDI COURSE-B ⎰ ONE
101	ENGLISH COMM. ⎱ ANY
184	ENGLISH LANG & LIT. ⎰ ONE
003	URDU COURSE-A ⎱ ANY
303	URDU COURSE-B ⎰ ONE
004	PUNJABI
005	BENGALI
006	TAMIL
007	TELUGU
008	SINDHI
009	MARATHI
010	GUJARATI
011	MANIPURI
012	MALAYALAM
013	ODIA
014	ASSAMESE
015	KANNADA
016	ARABIC
017	TIBETAN
018	FRENCH
020	GERMAN
021	RUSSIAN
023	PERSIAN
024	NEPALI
025	LIMBOO
026	LEPCHA
089	TELUGU TELANGANA
092	BODO
093	TANGKHUL
094	JAPANESE
095	BHUTIA
096	SPANISH
097	KASHMIRI
098	MIZO
099	BAHASA MELAYU
122	SANSKRIT
131	RAI
132	GURUNG
133	TAMANG
134	SHERPA
136	THAI

COMPULSORY ACADEMIC SUBJECTS (GROUP – A1)	
CODE	**NAME**
041	MATHEMATICS
086	SCIENCE
087	SOCIAL SCIENCE

ACADEMIC SUBJECTS (GROUP – A2)		
031	CAR. MUSIC (VOCAL)	
032	CAR. MUSIC MEL. INS.	
033	CAR. MUSIC PER.	
034	HIND. MUSIC (VOCAL)	ANY ONE
035	HIND. MUSIC MEL. INS.	
036	HIND. MUSIC PER. INS.	
049	PAINTING	
064	HOME SCIENCE	
076	NATIONAL CADET CORPS (NCC)	
165	FOUNDATION OF IT	ANY ONE
166	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)	
154	ELEM. OF BUSINESS	
254	ELEM BOOK-K & ACCY	
354	E- PUBLISHING & E-OFFICE	

SKILL SUBJECTS (GROUP - S)		
401	DYNAMICS OF RETAILING	
402	INFORMATION TECHNOLOGY	
403	SECURITY	
404	AUTOMOTIVE TECHNOLOGY	
405	INTRODUCTION TO FINANCIAL MARKETS	
406	INTRODUCTION TO TOURISM	
407	BEAUTY & WELLNESS	ANY ONE
408	BASIC AGRICULTURE	
409	FOOD PRODUCTION	
410	FRONT OFFICE OPERATIONS	
411	BANKING & INSURANCE	
412	MARKETING & SALES	
413	HEALTH CARE SERVICES	

Scheme of Studies – Senior School Certificate Examination (Class XII)
(Academic Session 2018-2019)

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

	Subjects	Name of Subjects
Compulsory	Subject 1	Hindi Elective or Hindi Core or English Elective NCERT or English Core or English Elective (CBSE) (Group - L)
	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** Two subjects from Academic Electives (Group-A) and one subject from skill subjects (Group-S -1) OR One Elective subject from Academic Electives (Group-A) and two skill subjects from Skill Group (S-2) OR Three subjects as prescribed under Skill Group (S-2)
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 – Physical & Health Education 503- General Foundation Course

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GENERAL INSTRUCTIONS

(a) Candidates will be provided question papers in the same medium as filled in LOC. Meaning thereby, if a student is opting English as a medium, he will be supplied QP in only English language. If a student opting 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.

(b) Hindi or English must be one of the two languages to be studied in class XI and XII. Hindi and English can also be offered simultaneously. In Hindi two courses have been provided for class XI and XII and in English three courses have been provided. 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 NCERT (Code-001) or English Elective CBSE (Code 101) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.

(c) Following combinations cannot be taken together;

   (i)   Accountancy (055) and Financial Accounting (780) cannot be taken together.

   (ii)   Physics (042) and Applied Physics (625) cannot be taken together.

   (iii)   Informatics Practice (065) and Computer Science (083) cannot be taken with IT Tools (795).

   (iv)   Business Studies (054) and Business Operations & Administrations (766) cannot be taken together.

   (v)   Mass Media Studies (072) cannot be taken with Evolution and Forms of Mass Media (738) and Creative and Commercial Procedure in Mass Media (739).

   (vi)   Multimedia & Web Technology (067) cannot be taken with IT Tools (795) and Web Applications (796).

(d) The first 5 subjects in the chronological order of filling the subjects in online registration system are considered as Main subjects.

(e) 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 employer/institution/university in which the candidate will be seeking admission.

(f) **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 either Hindi or English remains one of the main five subjects.**

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(g) Candidates who have selected 5/6/7 subjects in Class XI and wanted to change/ add/delete the subject(s) in Class XII due to academic reasons/medical reasons, such cases had to be referred to the concerned Regional Office of CBSE by the respective school before 31st August of that academic year. 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.

(h) Only those subjects can be offered by the school to the students for which approval of CBSE has been taken.

(i) **For details please refer to Curriculum available on the website www.cbse.nic.in**

(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/112233/2018 dated 26.09.2018** issued by the Board, may please be referred to. For seeking exemptions/concessions, all requests received from students by the school may be sent to concerned R.O. by the last date i.e. 05th November, 2018 of submission of LOC. Details of disability of the candidates will be collected separately .

(k) CBSE does not have concept of stream. Student can take 01 language and 4/5 subjects out of those listed in the curriculum and available in the school concerned. School admit students as per the criteria laid down by its management.

(l) The List of skill courses available is attached. Subjects as prescribed under skill courses are to be opted. However, Scheme of Studies may be referred.

SUBJECT CODE AND SUBJECT NAME FOR SENIOR SCHOOL CERTIFICATE EXAMINATION FOR ACADEMIC SESSION 2018-19 (CLASS XII)

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which he/she intends to continue in CLASS-XII

LANGUAGES (GROUP - L)		ACADEMIC ELECTIVES (GROUP - A)	
CODE	NAME	CODE	NAME
001	ENGLISH ELECTIVE NCERT	027	HISTORY
101	ENGLISH ELECTIVE-CBSE } Any One	028	POLITICAL SCIENCE
301	ENGLISH CORE	029	GEOGRAPHY
002	HINDI ELECTIVE } Any One	030	ECONOMICS
302	HINDI CORE	031	CARNATIC MUSIC VOCAL
003	URDU ELECTIVE } Any One	032	CARNATIC MUSIC MEL. INS.
303	URDU CORE	033	CARNATIC PER. INS.
022	SANSKRIT ELECTIVE } Any One	034	HIND MUSIC VOCAL } Any One
322	SANSKRIT CORE	035	HIND MUSIC MEL. INS.
104	PUNJABI	036	HIND PER. INS.
105	BENGALI	037	PSYCHOLOGY
106	TAMIL	039	SOCIOLOGY
107	TELUGU	041	MATHEMATICS
108	SINDHI	042	PHYSICS
109	MARATHI	043	CHEMISTRY
110	GUJARATI	044	BIOLOGY
111	MANIPURI	045	BIOTECHNOLOGY
112	MALAYALAM	046	ENGG. GRAPHICS
113	ODIA	048	PHYSICAL EDUCATION
114	ASSAMESE	049	PAINTING
115	KANNADA	050	GRAPHICS } Any One
116	ARABIC	051	SCULPTURE
117	TIBETAN	052	APP/COMMERCIAL ART
118	FRENCH	053	FASHION STUDIES
120	GERMAN	054	BUSINESS STUDIES
121	RUSSIAN	055	ACCOUNTANCY
123	PERSIAN	056	KATHAK DANCE
124	NEPALI	057	BHARATNATYAM DANCE
125	LIMBOO	058	KUCHIPUDI DANCE
126	LEPCHA	059	ODISSI DANCE } Any One
189	TELUGU- TELANGANA	060	MANIPURI DANCE
192	BODO	061	KATHAKALI DANCE
193	TANGKHUL	062	MOHINIYATTAM DANCE
194	JAPANESE		
195	BHUTIA	064	HOME SCIENCE
196	SPANISH	065	INFORMATICS PRAC.
197	KASHMIRI	083	COMPUTER SCIENCE } Any One
198	MIZO		
199	BAHASA MELAYU	066	ENTREPRENEURSHIP
		067	MULTIMEDIA & WEB TECHNOLOGY
		068	AGRICULTURE
		072	MASS MEDIA STUDIES
		073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
		074	LEGAL STUDIES
		076	NATIONAL CADET CORPS (NCC)

SINGLE PAPER SKILL ELECTIVE FOR
SENIOR SECONDARY LEVEL (GROUP-S -1)

S.No	Sub Code	Subject Name -XI	Subject Name –XII
1.	604	Office Procedures & Practices	
2.	607	Typography & Computer Application (English)	
3.	609	Typography & Computer Application (Hindi)	
4.	622	Engineering Science	
5.	625	Applied Physics	
6.	626	Mechanical Engineering	
7.	628	Autoshop Repair & Practice	
8.	729	Food Nutrition & Dietetics	Basic Concepts of Health & Disease and Medical Terminology
9.	**740**	**Geospatial Technology**	
10.	743	Retail Operations	
11.	746	Holistic Health	
12.	750	Logistics Operations and Supply Chain Management	
13.	756	Tourism Resources In India	Introduction to Hospitality Management
14.	762	Basic Horticulture	
15.	766	Business Operation & Administration	
16.	**772**	**Design & Innovation**	
17.	776	Garment Construction	
18.	777	Elements of Textile Design	Traditional Indian Textile
19.	780	Financial Accounting	
20.	782	Taxation	
21.	783	Marketing	
22.	784	Salesmanship	
23.	785	Banking	
24.	786	Insurance	
25.	787	Basic Electricity	Electrical Machines
26.	789	Basic Electronics	Operation and Maintenance of Communication Devices
27.	793	Foundation of Financial Market	Capital Market Operations
28.	796	Web Applications	
29.	797	Elements of Civil Engineering	Construction Technology
30.	**800**	**Security**	

SKILL COURSES OF TWO/THREE PAPERS
SENIOR SECONDARY LEVEL (GROUP-S-2) 2018-19

S.No.	COURSE NAME	SUBJECT NAME(XII)	CODE
		Engineering and Technology	
1	**Automobile Technology**	Auto Engineering	627
		Auto Shop Repair and Practice	628
		Optional	
		Engineering Science	622
		Applied Physics	625
2	**Electrical Technology**	Electrical Machines	787
		Electrical Appliances	788
		Optional	
		Applied Physics	625
3	**Electronics Technology**	Operation and maintenance of Communication devices	789
		Troubleshooting and maintenance of Electronic Equipment's	790
		Optional	
		Applied Physics	625
4	**IT Application**	Database Management Applications	795
		Web Applications	796
		Health and Wellness	
5	**Health and Beauty Studies**	Beauty & Hair	745
		Holistic Health	746
6	**Medical Diagnostics**	Laboratory Medicine II	741
		Clinical Biochemistry & Microbiology II	742
		Media, Entertainment and Production	
7	**Fashion Design & Garment Technology** #Optional subject can't be taken unless 775 and 776 are taken.	Basic Pattern Development	775
		Garment Construction	776
		Optional#	
		Fabric Study	774
8	**Mass Media Studies & Mass Media Production** 072 (Mass Media Studies) cannot be taken with this package.	Understanding the Evolution and Forms of Mass Media	738
		The Creative and Commercial Process in Mass Media	739
9	**Textile Design**	Traditional Indian Textile	777
		Any one of the following	
		Printed Textile	778
		Textile Chemical Processing	779
		Agro Production and Marketing	
10	**Horticulture**	Basic Horticulture	762
		Any one from the following	
		Olericulture	763
		Pomology	764
		Floriculture	765
		Hospitality & Tourism	
11	**Food Production**	Food Production III	734
		Food Production IV	735
12	**Food & Beverage Services**	Food Service	736
		Food and Beverage Cost and Control	737
13	**Front Office Operations**	Front Office Operations	753
		Advanced Front Office Operations	754
14	**Travel and Tourism**	Introduction to Hospitality Management	756
		Travel Agency and Tour Operations Business	757

		Finance, Business and Management	
15	**Accountancy & Taxation** **#-Accountancy (055) and Financial Accounting (780) cannot be taken together**	Cost Accounting	781
		Taxation	782
		Optional #	
		Financial Accounting	780
16	**Banking & Insurance**	Banking	785
		Insurance	786
17	**Financial Market Management**	Capital Market Operations	793
		Derivative Market Operations	794
		Optional	
		Financial Accounting	780
18	**Library and Information Sciences** Library and Information Sciences (079) cannot be taken with this package.	Library Systems and Resource Management	747
		Information storage and Retrieval.	748
19	**Marketing &** **Salesmanship**	Marketing	783
		Salesmanship	784
20	**Office Secretaryship**	Office Procedures and Practices	604
		Typography & Computer Application (English)	607
		OR	
		Typography & Computer Application (Hindi)	609
21	**Retail**	Retail Operations	743
		Retail Services	744
22	**Stenography & Computer Application- ENGLISH**	Typography & Computer Application (English)	607
		Shorthand (English)	608
		Optional	
		Office Procedures and Practices	604
	Stenography & Computer Application- HINDI	Typography & Computer Application (Hindi)	609
		Shorthand (Hindi)	610
		Optional	
		Office Procedures and Practices	604

Fee Payment

(a)   CBSE is now accepting fees for all activities only through digital payments mode such as Debit Card / Credit Card / NEFT/ RTGS/ SWIFT (only for international payments).

(b)   Fee paid is automatically updated by the Banks on CBSE server within 24 hours. (except SWIFT payments). Updation of SWIFT payment takes 2-3 days.

(c)   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 website of CBSE.

(d)   Following may be informed to the bank while making communication with Bank:

    (i)   Mode of Payment

    (ii)   Fee Reference No.

    (iii)   Amount deposited

    (iv)   Date of deposit

    (v)   Branch of deposition

    (vi)   Bank reference number (Transaction ID as reflected in Bank account)

    (vii)   Your contact number

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
Regional Office - Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092	NCT of Delhi, Foreign Schools	rodlicu@gmail.com Tel:91-11-22236195 91-11-22236180	Tel:91-11-22236195
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, Telangana Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry	rochennai@cbse.gov.in Tel.91-44-26164608, 91-44-26162264 Fax: 91-44-26162212	rochennai.cbse@gmail.com Tel.91-44-26164608
Regional Office - Thiruvananthapuram Central Board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004 Kerala	Kerala, Lakshadweep	rotrivandrum.cbse@ nic.in Tel:91-471-2534404 91-471-2534496 Fax:91-471-2534406	examcbse.tvm@gmail.com Tel: 91-471-2987403
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near SankardevKalakshetra), Panjabari, Guwahati-781037, Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram	roguwahati.cbse@nic.in Tel: 91-361-2334661 (Direct) EPABX NO.: 91-361-2331995, EXT.- 30 Fax No.: 91-361-2330992	roguwahati.cbse@nic.in Tel:91-361-2331995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 001 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	roajmer.cbse@nic.in Tel:91-145-2634114 91-11-2634119-(IX/XI Registration Queries) 91-11-2634118 (Class X LOC Queries) 91-11-2634117 (Class XII LOC Queries) Fax: 91-145-2421543	roajmer.cbse@nic.in Tel:91-145-2634114 Fax-91--145-2421543

Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula – 134152 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T. of Chandigarh	ropanchkula.cbse@ nic.in Tel:91-172-2585193 91-172-2583547 91-172-2585577 Fax:91-172-2585163	Tel:91-172-2521503 91-172-2521507
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Lines, M.G. Marg , Allahabad-211 001, Uttar Pradesh	Uttar Pradesh Except Districts of Western Uttar Pradesh	roallahabad.cbse@nic.in DIRECT LINE : 91-532 – 2400434 EPABX LINE : 91-532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:91-532-2408977	roallahabad.cbse@ nic.in Tel:91-532-2407970-72
Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttarakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijnour, Bulandshahr, Gautam Budh Nagar(Noida), Ghaziabad, Hapur, J.P.Nagar/ Amroha, Meerut, Moradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli	roddn.cbse@nic.in Tel: 91-135-2757744, 91-135-2753250 (Extension-205) 91-135-2753251, 91-135-2753248 Mob No. 7579214383-Helpline	Tel:91-135-2757744
Regional Office-Bhubaneswar Central Board of Secondary Education, Plot No. 4, Sailshree Vihar, Chandrshekharpur, Bhubneshwar-751021 Odisha	West Bengal, Odisha, Chhattisgarh	rocbsebbsr@rediffmail. com, robhubaneshwar.cbse@nic.in Tel:91-674-2548426, 91-674-2542312, 91-674-2548212(Extn 129) FAX:-91-674-2547312, Helpline Mobile No.-9853246315	Tel:91-674-2721712
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, BaileyRoad, Patna-800014,Bihar	Bihar, Jharkhand	ropatna.cbse@nic.in Tel:91-612-2295048, 91-612-2295008, 91-612-2295080	ropatna.cbse@nic.in Ph No. 0612-2295048, Ext. 24 ropatna.cbse@gmail.com

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For Skill Education Central Board of Secondary Education, Shiksha Sadan, 17, Rouse Avenue, New Delhi-110002	All Regions	directorvoc.cbse@gmail .com Tel:91-11-23216220	directorvoc.cbse@gmail .com Tel:91-11-23216220

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	Checking of details of candidates for List of Candidates (LOC) for X & XII	
	A. Checking of Checklist and correction to be marked on Check list: • 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	Manual
	B. Correction marked on the check list must be made on the portal	Online
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	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	TRANSFER
– Transfers from Schools not affiliated to CBSE	DIRECT
Improvement of Performance – those who have qualified/Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.	IMPROVEMENT
Those who have not Qualified Class X/ XII previously and will be appearing as regular candidates by repeating in all the subjects again.	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 250/- 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 250/- 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 1.4.2018) 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 the 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. **Payment of Fee**: School should pay fee within 4 days of finalization of data

9. **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.

10. **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**

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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.