



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/LOC/2021/

16th September, 2021

To,
The Principal/Head,
All Schools affiliated to CBSE

Subject : Submission of List of Candidates (LOC) for Class X/XII Examination, 2021-22.

Madam/Sir,

This is in continuation to the letter no. CE/CBSE/LOC/2021 dated August 16, 2021 wherein schools were instructed to make the preparations for submission of LOC for examination-2021-2022. Accordingly, activity of collection of data of eligible candidates through LOC is being made available from 17th September, 2021. Submission of LOC shall be done through e-Pariksha link given in **CBSE website** <https://cbse.gov.in>.

As timely submission of the **LOC as per schedule is very important this year because Term-1 exams will be conducted in November/December, 2021**, hence, schools are requested to plan timely submission of data of the candidates. It will also be ensured that data filled in is correct.

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

1. There are many 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. **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
 - (v) Students are not registered with any other School Education Board.

Schools should sponsor only their own candidates.

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.



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- 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.”
3. 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.
 4. 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.
 5. 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.
 6. 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, Section VIII may be referred to.

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 activity (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 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.
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 **Section XIV**.
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 organizations 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. As per new affiliation laws schools can offer any academic subject in Classes XI and XII except the subjects requiring laboratory. Academic subjects in which laboratory is not required could be offered by updating the same in the OASIS.
15. As per CBSE Circular no. ACAD-38/2021, no formal permission is required by the affiliated schools for introducing Skill Subject(s) at any level.
16. Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/curriculum_2022.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-2 (for Class X) and Annexure-3 (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, CBSE will shortly issue a long term policy to avoid delay in refund.
20. In earlier years, schools were required to send the signed copy of finalized data of LOC of class X/XII to concerned Regional Office. From 2021 onwards, this practice has been done away with. Now LOC will be uploaded on the system provided with the E-signature linked with Aadhaar of the Principal. It may be ensured that data uploaded is fully correct. No updation of data will be permitted by the CBSE after its final submission.
21. **No window for correction in the uploaded data will be made available from this year. Uploading of correct data is the responsibility of the school concerned.**
22. Link for submission of online form for Private/2nd chance Compartment will be made available separately.
23. Now, for online submission of LOC, about 2 weeks' time is being given. Schools may upload the data as per their convenience but within schedule only. 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 **11.59 midnight** 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. Last date for each activity is fixed and no extension will be made in the last date. Hence, schools are requested to complete activity within schedule date and time.
26. **After submission of LOC, no request for change of subject, admission in Classes-X and XII (except on transfer cases) and concessions for CWSN shall be considered by the Board.**
27. In the event of any difficulty, concerned Regional Office may be contacted.

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).

Submission of data in OASIS:-

Schools will also submit data in OASIS as per past practice, till **29.09.2021**.

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 query or help during office hours, kindly visit the link <https://www.cbse.gov.in/cbsenew/contact-us.html>.

Yours faithfully,



(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS