



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/X-XII/2024-2025/

13.09.2024

To

The Principals/Heads of the Schools,
All Schools affiliated with CBSE
(Through the CBSE website)

Subject: Issuance of FAQs for Timely and Accurate Submission of LOC -2025 reg.

Madam/Sir,

CBSE is making all efforts to streamline the LOC data submission process to ensure that accurate and timely submission of data is done by all affiliated schools. In this regard, circulars dated 04/09/2024 and 12/09/2024 have been issued. A set of Frequently Asked Questions (FAQs) has been compiled for general queries on the circular. These FAQs are designed to assist the schools in navigating the LOC procedures more effectively and to address common queries that may arise.

Key Points Covered in the FAQs:

- Step-by-step instructions for data entry
- Common challenges and their solutions
- Deadlines and important dates
- Instructions for students, parents and schools

CBSE strongly encourages you to review the attached FAQs carefully and distribute them to the relevant staff members responsible for data submission in your school. By adhering to the guidelines outlined, you will be able to maintain the accuracy and timeliness of the LOC data, which is crucial for the effective planning and administration of CBSE Class X and XII examinations 2024-2025.

FAQs are annexed herewith.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to:

(a) Web admin with the request to upload on CBSE website.



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A Handbook of Frequently Asked Questions (FAQs)
in the context of
Submission of List of Candidates (LOC) for - 2024-25
Secondary School Examination (Class X)
and
Senior School Certificate Examination (Class XII)






Central Board of Secondary Education
Shiksha Kendra, 2 Community Centre,
Preet Vihar, Delhi - 110092

Frequently Asked Questions (FAQs)

S. No.	Questions/Answers
1.	<p>What are the new instructions for the LOC submission?</p> <p>The most important instructions which are to be adhered to by the schools while filling the LOC are related to the correct submission of students' data and the subjects offered by them. On these issues, no excuse from the schools will be accepted by the CBSE, and they need to comply with all the directions and submit correct data of students and the subjects offered by them. No data will be corrected once LOC is submitted.</p>
2.	<p>If data of any student is submitted wrongly in LOC, how it could be corrected?</p> <p>Correction if any will only be made after the result declaration. Once LOC is submitted, no correction will be made to the student data. This data of the students is with the schools from 2 years for Class X students and 4 years for Class XII students. How mistake could be then committed by the schools?</p>
3.	<p>If the subjects of any student are submitted wrongly in LOC, how these could be corrected?</p> <p>Subjects once submitted in LOC will not be corrected. Students may decide to appear in the subject filled in the LOC in the main examination or not. However, CBSE will declare the results as per the Examination Bye-Laws of the Board. Subjects will only be changed after the conduct of the main examinations and these students will be allowed to appear in the corrected subject in the Supplementary examinations.</p>
4	<p>What action, CBSE is taking to bring important information to the notice of Schools, Principals, Students and Parents, etc?</p> <p>The following actions are taken by the CBSE:-</p> <ol style="list-style-type: none">1. Detailed circulars with clear instructions are issued2. Each week, CBSE is issuing reminders3. Regional Offices are reminding the schools of the correct submission of LOC.4. Radio Programme is organised on All India Radio5. Videos are sent to the schools.
5.	<p>What is the LOC submission for Class X and XII?</p> <p>The List of Candidates (LOC) submission is a mandatory process for schools to register eligible students for Class X and XII Board examinations. Only those students whose names are submitted through the online LOC process will be allowed to appear for the examinations in the 2024-2025 session.</p>
6.	<p>What is the start date and closing date for Class X and XII for the Submission of List of Candidates for session 2024-25?</p> <p>For the session 2024-2025, the activity of submission of data of eligible candidates through LOC shall start on 5th September 2024 (Thursday) and the closing date is 04th October 2024 (Friday).</p>

	Schools must complete the submission within the specified schedule as no extensions will be granted.
7.	<p>Where is the link available for online submission of the List of Candidates for session 2024-25?</p> <p>Submission of LOC shall be done through the Pariksha Sangam link given on the CBSE website https://cbse.gov.in.</p> <p>Schools must use their 'Affiliation Number' as the user ID to access the portal.</p>
8.	<p>Who is responsible for the correct submission of LOC data on the portal? The main responsibility is of the Principal of the school. However, the following are also involved:-</p> <ul style="list-style-type: none"> (i) Class Teachers collecting data of their students (ii) Any other official(s) involved in LOC submission (iii) Official responsible for uploading data on the CBSE portal (iv) Main official responsible for submission of LOC (v) Any other official as per the requirements of the school
9.	<p>What are the steps involved in the submission of LOC?</p> <p>Schools have to:</p> <ul style="list-style-type: none"> (a) First, register themselves and enter/update the information on the OASIS portal (Teacher information, Student details, Statutory Compliance Certificates etc) (b) Thereafter, submit the student data on the HPE portal. A registration number will be generated, keep it safe as it will be required at the time of LOC submission. (c) After completing activities (a) & (b) above, they can submit LOC data.
10.	<p>Are there any specific instructions for students and parents regarding LOC submission?</p> <p>Yes, schools should hold briefing meetings and issue circulars to inform students and parents about the importance of submitting accurate data, selecting correct subjects, and understanding the consequences of errors.</p>
11.	<p>What is the importance of convening a meeting before LOC submission?</p> <p>Schools must convene a meeting with all stakeholders involved in the LOC submission process, including parents, students, class teachers, the official responsible for data uploading, and other relevant personnel. This ensures that everyone understands the requirements and procedures, preventing errors during submission.</p>
12.	What are the consequences of incorrect LOC submission?

	<p>Incorrect or incomplete data submission may lead to future complications, such as students not being allowed to sit for examinations or errors in result declaration. No changes will be permitted after the final submission. No subject will be changed after submission of LOC and students will decide to appear or not to appear in the main examination in the subject(s) filled in the LOC. Any change if so, students will only be allowed to appear in the Supplementary examinations and the result of main examination will be declared as per examination Bye-Laws.</p>
13.	<p>Which students can sponsor for examination-2024-2025 through the List of Candidates?</p> <p>While filling up LOC Principal/Schools should ensure that:</p> <ol style="list-style-type: none"> Candidates sponsored are their own regular and bonafide students only. No bonafide student's name is left unsponsored. Students are not from any unauthorized/unaffiliated schools. The students have passed Class IX and Class XI from a recognised school/board for appearing in Class X and Class XII respectively. Students are not registered with any other School Education Board in addition to CBSE. The students are eligible to appear in the Board's Examinations for classes X and XII as per the provisions of Examination Bye-Laws. In the case of students of Class-XII, it is essential to confirm that they have passed their Class-X examination from a recognized School Education Board only.
14.	<p>What should be the sanctioned section strength as prescribed/permitted by the Board for a school?</p> <p>In a section 40 students are allowed and the section teachers ratio is 1: 1.5. Further, the number of sections cannot exceed the number permitted by the Board.</p> <p>However, section strength up to 45 students per section has been permitted by the Board for three years only (2024, 2025 & 2026) on account of (i) transfer of the parents from one station to another and the students are likely to join in a class in mid-session and (ii) students who fall under essential repeat (ER) category. However, these exceptions shall be available on a case-to-case basis. (Refer to Circular no. CBSE/AFF/Circular/135755/2024/310 dated 31.05.2024 - web-link: https://www.cbse.gov.in/cbsenew/documents/Circular Amendment Aff 01062024.pdf)</p>

15.	<p>What relaxation is extended to CWSN candidates during submission of LOC? The 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, the schools may refer to the communications available on link https://www.cbse.gov.in/cbsenew/Examination_Circular/2019/5_CIRCULAR.pdf</p> <p>The category of CWSN students shall be carefully selected and submitted in the LOC to ensure that applicable relaxations during the conduct of examinations can be provided to these students in an automated manner.</p> <p>Schools will ensure that the names of all such students are sponsored by taking necessary action and approvals. Requests from the schools and students will not be accepted once the schedule is over and LOC is submitted.</p>
16.	<p>What is the User ID for the registration process to proceed for online submission of LOC?</p> <p>Schools will use the 'Affiliation Number' as a user ID, already available to them.</p>
17.	<p>What are the guidelines for naming teachers in the OASIS portal?</p> <p>Schools must ensure that the full names of all teachers are filled in the OASIS portal without abbreviations. Salutations or prefixes should not be included with the names.</p>
18	<p>What is the procedure if the password is not received by the newly affiliated schools? The newly affiliated schools that have not received their password or instructions, should contact the concerned Regional Office of the CBSE for obtaining the same. Upon receiving the password, 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.</p>
19.	<p>What steps should be considered while finalizing the data of LOC?</p> <p>First, schools have to finalize LOC data only when they have first submitted data on the HPE portal.</p> <p style="text-align: center;"></p> <p>The link of the HPE portal is available on the CBSE website.</p> <p style="text-align: center;"></p> <p>A confirmation number will be generated after the successful filling of data on the HPE portal.</p> <p style="text-align: center;"></p> <p>The confirmation number should be kept safe for future reference by the school.</p>

20.	<p>What are the steps to follow for uploading of photograph(s) of the candidate(s)?</p> <p><u>There are two methods Single as well as Multiple</u></p> <p>Single Photo Scanning Method</p> <ul style="list-style-type: none"> (i) Scan the photograph of the candidate and save it as a jpg file (ii) Please ensure that the size of the photo is passport size within 40 kb limit (iii) Save the photograph with the registration number of the candidate (iv) Collect all photographs in one folder (v) Got to CBSE website and login in Registration/LOC portal (vi) Go to photo upload option (vii) Select the class for which the photograph is to be uploaded and generate a list (viii) Click on the browse button provided against each candidate (ix) Select the photograph from the folder and click on the upload button (x) Repeat the above step until all photos are uploaded <p>Multiple Photo Scanning Method</p> <ul style="list-style-type: none"> (i) Ensure that all photos are of the same size (ii) Draw boxes (for 04 or 05 photos in a row) on plain paper and paste photos in the boxes and scan the page. (iii) Now open the scanned jpg file in Photoshop/paint or any image editing software (iv) Resize the complete image to 1500×1200 pixels (v) Select one candidate's photo from the scanned image by image selection tool and copy it by using Ctrl + C (vi) Open a new file in the image editor and paste the selected photograph (vii) Save the new file as jpg file in the photograph folder. Name this file on the candidate's registration number. (viii) Repeat this step for all the photographs available in the sheet. (ix) Go to the CBSE website and log-in Registration/LOC portal (x) Go to the photo upload option (xi) Select the class for which the photograph is to be uploaded and generate the list (xii) Click on the browse button provided against each candidate (xiii) Select the photograph from the folder and click on the upload button <p>*Repeat the above step until all photos are uploaded</p> <p>As per Annexure E (A/(ii)) of Circular no. Dated 04/09/24,CBSE/LOC/X-XII/2024-25/7667/ efile 163685, Photos must be taken within the last six months.</p>
21.	<p>What action has to be taken by the schools who have not uploaded the photographs of their students in Class IX/XI registration?</p> <p>Schools who had not uploaded the photographs of their students in Class IX/XI registration shall have to upload the same before the final submission of LOC.</p>

	<p>Newly affiliated schools shall also have to upload photographs of their bonafide students. The correct procedure for uploading the photographs is given in ANNEXURE-E of the LOC circular dated 04.09.2024.</p> <p>The schools will also ensure that the correct photograph of each student has been uploaded</p>
22.	<p>Whether registered student(s) of class IX/XI who moved out/transferred from the school, their details should be deleted from the existing data?</p> <p>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 to the school in Class X/XII under the “DIRECT ADMISSION” category ONLY AFTER obtaining due approval from the concerned Regional Office as per the Board’s rules.</p>
23.	<p>Whether school can demand ITR/other income proof etc. from parents?</p> <p>Many organizations and States are awarding scholarships based on the financial status of the students. Schools should not demand ITR/other income proof etc. from parents. Accordingly, information about the annual income of the parent(s) may be collected as given by them.</p>
24.	<p>What are the important points which should be ensured by the school while uploading data of the List of Candidates?</p> <p>→ Ensure the spelling of the name of the student/mother/father/guardian is correct and the date of birth of the student is correct as per the Admission & Withdrawal Register maintained by the school.</p> <p>→ Subject combinations and Subject codes are chosen correctly and carefully as per the Scheme of Studies, especially in the following subjects :</p> <p>(a) In Class - X : Hindi – A (002), Hindi – B (085), Urdu A (003), Urdu B (303), Mathematics Standard (041), Mathematics Basic (241) English – (L&L) (184), English (Communicative) (101) Sanskrit (122), Sanskrit Communicative (119)</p> <p>(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).</p> <p>Refer Scheme of studies for details and for opting valid subject combination</p>

	<p>Please go through</p> <ul style="list-style-type: none"> ➤ Class X → Annexure 'F' 'G' & 'H' ➤ Class XII → Annexure 'I' 'J' & 'K'
25.	<p>Whether partial data of students for class X/XII is permitted in the LOC portal?</p> <p>No, 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.</p> <p>IMP. In each slot, only one list of the students will be accepted.</p>
26.	<p>What steps should schools take for students seeking direct admission in Class X/XII?</p> <p>Schools must obtain due approval from the concerned Regional Office for students seeking direct admission in Class X/XII before LOC submission. This is applicable for students who were not in the school in the previous academic session and have been admitted in the middle of the session.</p>
27.	<p>Whether correction window in the uploaded data will be made available by CBSE?</p> <ul style="list-style-type: none"> • No window for correction in the uploaded data will be made available. • The correct LOC data for filing up of LOC is the responsibility of the concerned school/students/parents.
28.	<p>Whether the link for submission of the online form for Private/second chance Compartment candidates be made available separately.</p> <p>Yes, the link for submission of the online form for Private/second chance Compartment candidates will be made available separately.</p>
29.	<p>What is the exact closing timeline for online submission of List of Candidates session 2024-25?</p> <p>The online submission shall close at 11.59 midnight on the designated last 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 the server on account of heavy load on the internet on the penultimate day or because of any other reason.</p>
30.	<p>Is there any extension of the last date provided for submission of List of Candidates session 2024-25?</p> <p>The last date for each activity is fixed and no extension will be made on the last date. Hence, schools are requested to complete the activity within the scheduled date and time.</p>

31.	<p>What are the consequences if the school fails to submit the LOC on time?</p> <p>Failure to submit the LOC within the schedule will lead to students not being allowed to appear for the Board Examinations. No excuses for late submission will be accepted, and the Principal will be held responsible for any lapses.</p>
32.	<p>Is any request for a change of subject/admission in Classes X and XII will be considered after submission of the List of Candidates session 2024-25?</p> <p>After submission of LOC, no request for change of subject, admission in Classes X and XII and concessions for CWSN shall be considered by the Board.</p>
33.	<p>What are the major common mistakes committed by schools concerned?</p> <ol style="list-style-type: none"> a) Submitting incorrect data and subjects of the students b) Not submitting LOC at all c) All the students are not sponsored and at a later stage request is made to the CBSE d) Providing direct admission without the approval of the CBSE e) Giving various excuses like because of the demise of the uncle of the clerk assigned the duty of submitting the data left the station without any information to the Principal, the teacher responsible for LOC submission was not well and hence, missed the LOC submission etc. No excuses will be accepted by the CBSE. f) The wrong category of the students is submitted. Before submission of LOC, Annexure B of LOC should be taken into consideration. g) Data of the two same-name students is submitted wrongly.
34.	<p>Is it mandatory to fill in the data on the OASIS portal?</p> <p>Yes, it is mandatory to complete/update OASIS data before submission of LOC. Schools are expected to keep their data on the OASIS Portal updated at all times. However, once again the school may complete/update the information on the OASIS portal before finalization of their LOC/Data.</p>
35.	<p>What is the prescribed syllabus and Scheme of Studies for examinations 2024-2025?</p> <p>The board has prescribed a scheme of studies which is available in the Curriculum on the link https://cbseacademic.nic.in/curriculum_2025.html for Secondary and Senior Secondary classes. Schools are required to offer the subjects in accordance with the Scheme of Studies only.</p> <p>Subject combinations against the policy/ scheme of studies of the CBSE will not be accepted by the Board.</p>

36.	<p>What is the mode of fee payment with respect to the online submission of LOC?</p> <p>Fees for all activities are accepted only through the following digital payment modes by CBSE:-</p> <p>In India - Debit Card / Credit Card / NEFT / RTGS Foreign - Debit Card / Credit Card / SWIFT</p> <p>Fee cannot be paid using Demand Drafts and Cheques</p>			
37.	<p>What should be done in case of non-updation of fees on the server due to technical problems?</p> <p>In case of Bank related transactions or non-updation of Fees on the server, the schools should contact the respective Bank through which payment was made. Contact details of Banks are given on the CBSE website. Generally, Bank shall be requiring the following information to resolve the issue of non updation of fees hence, be kept ready before getting in touch with the Bank:-</p> <p>(i) Mode of Payment (ii) Fee Reference No. (iii) Amount deposited (iv) Date of deposit (v) Branch where amount was deposited (vi) Bank reference number (Transaction ID as reflected in Bank account) (vii) Your contact number</p>			
38.	<p>What is the fee detail for LOC for Class X/XII 2024-25 for Indian candidates?</p> <table border="1" data-bbox="327 1249 1284 1406"> <tr> <td data-bbox="327 1249 949 1305">Rs. 1500/- per candidate for 05 subjects.</td> <td data-bbox="949 1249 1284 1406" rowspan="2"> Without late fees Upto 04.10.2024 (Friday) </td> </tr> <tr> <td data-bbox="327 1305 949 1406">Rs. 300/- per subject per candidate for additional subjects.</td> </tr> </table> <p>Late Fee of Rs. 2000/- per candidate in addition to the normal fee prescribed above from 05.10.2024 (Saturday) to 15.10.2024(Tuesday)</p>	Rs. 1500/- per candidate for 05 subjects.	Without late fees Upto 04.10.2024 (Friday)	Rs. 300/- per subject per candidate for additional subjects.
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40.	<p>What are the fee details for LOC for Class XII 2024-25 for practical subjects?</p> <p>For Class-XII only. Rs. 150/- per practical subject per candidate for schools in India and Nepal. Rs. 350/- per practical subject per candidate for schools abroad.</p>										
41.	<p>What is the procedure to obtain Migration Certificate?</p> <p>CBSE will not issue a hard copy of the Migration Certificate as a compulsory practice from the current year. As per the need, students can apply online after the result declaration to obtain the same. However, a soft copy of the Migration Certificate will be made available immediately after the result declaration for class XII students in their DigiLocker.</p>										
42.	<p>What are the categories of students which should be mentioned by the schools in LOC?</p> <ol style="list-style-type: none"> Regular Candidates-Category 'FS' Fail/Essential Repeat candidates-Category 'ER' Improvement of Performance-Category 'I' <p>For detailed information please go through Annexure B of LOC circular 04.09.2024.</p>										
43.	<p>What are the steps to follow for the addition of a candidate while filling up of LOC?</p> <table border="1" data-bbox="327 1400 1524 1724"> <thead> <tr> <th colspan="2">New admissions-</th> </tr> </thead> <tbody> <tr> <td>Transfers from other CBSE Affiliated Schools</td> <td>TRANSFER</td> </tr> <tr> <td>Transfer from Schools not affiliated to CBSE</td> <td>DIRECT</td> </tr> <tr> <td>Improvement of Performance who have qualified/Passed Class X/XII and will be appearing for Improvement of Performance in all the subjects.</td> <td>IMPROVEMENT</td> </tr> <tr> <td>Those who have not Qualified Class X/XII previously and will be appearing as regular candidates by repeating in all the subjects again</td> <td>ESSENTIAL REPEAT</td> </tr> </tbody> </table>	New admissions-		Transfers from other CBSE Affiliated Schools	TRANSFER	Transfer from Schools not affiliated to CBSE	DIRECT	Improvement of Performance 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	ESSENTIAL REPEAT
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44.	<p>What steps should be monitored while finalizing the data of LOC?</p> <p>(i) Finalization 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.</p>										

	<p>(ii) Fee shall be applicable as per fee schedule i.e., the date on which the data is finalized is taken for fee calculation.</p> <p>(iii) After finalization of data, the addition of more candidates is possible provided the date for submission of details is within the schedule and the fee shall have to be remitted as per the fee schedule.</p>
45.	<p>What is the process to print the Final List of LOC for class X/XII?</p> <p>(i) Schools shall take printouts of the final list of Candidates submitted. The Final list has a provision for printing candidates' details. The final list cannot be generated without the submission of fee details.</p> <p>(ii) The school shall obtain the signature of the Mother, the signature of the Father and the signature of the candidate to confirm the name, father name, and mother's name are correct.</p> <p>(iii) The heading of this List will be 'FINAL LIST OF CANDIDATES FOR CLASS ___'.</p> <p>(iv) The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".</p> <p>(v) Obtain signatures of candidates on the final list.</p>
46.	<p>What Principal should do to ensure the timely submission of LOC?</p> <p>The principal should seek the report from the concerned teacher/official each day from the 05 days before the last date about the status of the submission of LOC and fee payment.</p>