



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

No. RO/CBSE/PKL/PS/2024

Dated- 25-09-2024

All the Principals/Head of Institutions,  
Schools affiliated to CBSE  
under Panchkula region.

Madam/Sir,

**Subject: Permission for cases of direct admission and LOC for Board's 2024-25 examination -reg.**

All direct admission requests submitted by the schools prior to August 31, 2024, have been processed in compliance with the directives for direct admission and the appropriate decisions, including approvals, deficiencies, or rejections, have been communicated to the concerned schools exclusively on their registered e-mail address. All schools having approval for direct admission will be provided the necessary space to include these candidates in the List of Candidates (LOC).

All other cases arising due to parent's transfer, schools are required to promptly submit all necessary documents and also to rectify any deficiencies communicated by the Board. All received compliances regarding deficiencies will be duly processed, and appropriate orders will be issued as soon as compliance received from schools.

The schools shall adhere to the following guidelines while submitting of LOC of class X and XII:

1. That the students sponsored are their own regular and bonafide students of the school.
2. That the student intake/section(s) in the school is as per restriction, if any imposed by the Affiliation Unit.
3. That the number of sections running in the school is as per Appendix V of the Affiliation-Bye-Laws.
4. That the school is required to Submit/Produce the copy of documents/original documents, if required.
5. **That the surprise Physical Inspection of the school may be carried out at any time to verify the original records.**
6. That the school must verify the authenticity of the documents and eligibility of students enrolled in classes X and XII for the 2025 Board Examination as per SOP for direct admission.

Contd..2/-

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7. In direct admission cases correct details of only those students be added in the space provided for which permission has been granted.

Therefore, the Principal / Head of Institutions shall ensure timely submission of LOCs for classes X and XII. Schools are directed to submit LOCs without waiting for last date i.e. 04.10.2024. In the event that direct admission approvals are delayed due to the schools' non-compliance with Standard Operating Procedures (SOP) and late request, schools are advised not to hold complete LOC. The schools will however be allowed to add such candidates in the Second Lot if approved by the Board.

Further, it is pertinent to mention here that only those students shall be allowed to appear for Class X and XII Board's examination in session 2024-25 whose names will be timely submitted in LOC. Hence, the Principals / Head of Institution are directed to timely complete the submission of LOCs for classes X and XII for all eligible candidates to avoid any last-minute delays.

It may be noted that the last date will not be extended.

Yours faithfully,

  
(Shekhar Chandra)  
Regional Officer

Copy to:

1. **The Manager of the School(s)** for information and with request to inform your school Principal to timely submit the LOC.
2. **City Coordinator** for information and with the request to inform all the Principal(s) in their City/District.