केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Coord/IPS Spot Eval./2026 **Dated: 11.11.2026**

To
All Chief Nodal Supervisors (CNS)
of Spot Evaluation Centres
for Board Examinations 2026
(Session 2025-26)
(Through CBSE Website)

Subject: Providing OSM Evaluation Data on IPS Spot Evaluation Portal 2026 and Enabling CNSs to Complete and Freeze IPS Data for Processing of Release of Payments

Madam/Sir,

The IPS Spot Evaluation Portal for Classes X and XII Main Board Examinations 2026 was launched on 16 September 2026 for processing payments to Chief Nodal Supervisors, Head Examiners, Evaluators, and other evaluation functionaries. To ensure that all functionaries receive their rightful dues accurately and promptly, the following updation have been made in the IPS Spot Evaluation Portal for the year 2026:

(i) For Class XII

a) The data earlier finalized on the IPS Portal has been deleted in order to align the records with the actual attendance and evaluation data. Accordingly, the actual OSM evaluation data captured during the evaluation process has been populated on the IPS Spot Evaluation Portal. The CNS is required to verify the data and enter the bank account details, IFSC code, and mobile number of the concerned functionaries.

b) In cases where teachers attended the evaluation centre and remained present for the full day, but their login details were not captured in the OSM system, they shall be eligible for conveyance and food allowances for the concerned day. For such cases, the CNS shall submit the claims of all eligible teachers to the concerned Regional Office. The Regional Office shall verify the claims and process the payment accordingly to release the payment.

(ii) For Class X

a) A new feature for capturing evaluation dates has been provided on the portal. The CNS is required to enter the evaluation dates. The date on which evaluation concluded at the respective centre has already been made available on the portal.

के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर–23, फेज–1, द्वारका, नई दिल्ली–110077
CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077
Phone (off.) : 011-24050336-42, Website: www.cbse.gov.in

b) CNSs who have either not uploaded the required data or have uploaded incorrect data have been provided an opportunity to update and rectify the information on the portal.

(iii) A certificate regarding the correctness of data entered on the IPS Spot Evaluation Portal has been incorporated in the system. The CNS must carefully read the certificate and, after ensuring compliance, select the checkbox to confirm acceptance.

All Chief Nodal Supervisors are requested to complete the required data entry and freeze the data within 15 days from the date of the letter. Particular attention should be paid to the accuracy of bank account details. The CNS must personally verify all information before finalizing and freezing the data on the IPS Portal to avoid any inconvenience or delay in payment processing.

11/XII/26

(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy for information and necessary action to:

1. Director (IT), CBSE, Dwarka, New Delhi.
2. IAFA, CBSE, Dwarka, New Delhi.
3. ROs/RDs of CBSE Regional Offices for dissemination of the information and necessary action.
4. Web Admin for uploading the circular on the CBSE website.

INSTRUCTIONS FOR DATA FILLING ON IPS SPOT EVALUATION 2026. THE FOLLOWING STEPS SHALL BE FOLLOWED WITHOUT ANY EXCEPTION.

1. Evaluation Information.

2. Order of Entry

- Enter data top-down: **Chief Nodal Supervisor (CNS)** → **Head Examiner (HE)** → **Functionaries** → **Support Staff**, then **Freeze Payment Details** and **Certify Data**.
- A Head Examiner cannot be added before a CNS; functionaries cannot be added before their Head Examiner.
- A subject evaluated by an **Internal Head Examiner (IHE)** is marked on the **Evaluation Information** screen for class X. No Head Examiner, functionary or support staffs are entered for that subject on IPS. The payment for IHE - Class X will be processed by the concerned Regional Office in offline mode i.e. outside IPS. For class XII IHE, the payment will be made through IPS as per the data captured in the system.

3. Evaluation Dates

- Enter the **start date** for the CNS and each Head Examiner, and the **duty start date** for each functionary. Dates must fall within the evaluation period shown on the screen.
- A Head Examiner cannot start before the CNS, and a functionary cannot start before his / her Head Examiner.
- Enter only the days on which duty was actually performed. A functionary's days cannot be more than the Head Examiner's days, and no person can be paid for more days than the CNS.
- For Examiner, Coordinator and AHE, tick **Attended Meeting** (wherever applicable). If a teacher has attended the evaluation meeting, the meeting day is then counted in the days.

4. Chief Nodal Supervisor (CNS)

- Open the CNS screen and click **Add CNS**.
- Enter Name (as per bank account), OASIS ID, Bank Account Number and confirm it, IFSC, Mobile, Number of Head Examiners and Number of Days.
- Number of Head Examiners must be at least the total number of subjects evaluated at the centre. Total CNS days cannot exceed the allowed evaluation days.

5. Head Examiner (HE)

- Click **Add Head Examiner**, select Class then Subject, and enter the bank details, copies and days.
- HE copies cannot exceed the assigned copies for the class/subject; HE days cannot exceed the subject and CNS days limit; the number of HEs cannot exceed the number declared on the CNS screen.

6. Functionaries

- Click **Add Functionary** and select in order: Class → Subject → Head Examiner → Designation.
- Available designations under each Head Examiner are as follows:
  - **Examiner (Ex)** — Evaluates Answer Books.
  - **Coordinator (Coord)** — Coordinates evaluation (physical/offline evaluation only).
  - **AHE(E) — Assistant Head Examiner (Evaluation)**. AHE are not paid per copy; the *number of copies evaluated by the team* may be entered for information. **The summation of all AHE (E) teams cannot exceed the Head Examiner's copies.**
  - **AHE(C) — Assistant Head Examiner (Coordination)** (physical/offline evaluation only). Same as above, for the *number of copies coordinated by the team*; **the summation of all AHE(C) teams cannot exceed the Head Examiner's copies.**
  - **AHE(S) — Assistant Head Examiner (Subject)** (optional). Offered only when the selected subject is 086 or 087 (Class X Science / Social Science). The number of AHE(S) is limited to four for subject 087 and three for subject 086. AHE (S) will not appear in the designation list for any other subject. Number of copies are to be entered.
- For Examiner / Coordinator / AHE: enter OASIS ID, copies and days.
- Examiner and Coordinator copies must be realistic for the days entered (very large copy counts for a few days are rejected). Total functionary copies under a Head Examiner cannot exceed that Head Examiner's copies.

7. Support Staff

- Support staffs (MTS, Clerk, IT Person, and clerk for CNS) are **not** added under a Head Examiner; add them on the **Support Staff** screen as below.

- Open **Support Staff** (the **Add Support Staff** button on the Functionaries screen) and add the Multi-Tasking Staff, Clerk, IT Person and Clerk for CNS **once for the whole school**, not under each Head Examiner.
- Enter only the days of duty actually performed. If the days entered are more than those allowed, the data will not be saved and a message will be flashed on the portal.

- **Required before freezing:** at least one MTS and one Clerk for Class X, and at least one MTS and one IT Person for Class XII. Clerk for CNS - XII may be filled wherever deployed.

8. Class XII Data from On-Screen Marking (OSM)

- The Class XII Head Examiners, AHEs and Examiners have been provided from the OSM data as it was during the OSM Evaluation. Their duty days and number of copies are given in actual as done in the OSM.
- Head Examiners and Functionaries screen- open each Class XII (OSM) record and click Edit to add bank accounts details, correct the spelling of functionary name if any, and enter the OASIS ID. Further, where teachers attended the evaluation centre and remained present for the full day, but their login details were not captured in the OSM system, they shall be eligible for payments for the concerned day. For such cases, the CNS shall submit the claims of all eligible teachers to the concerned Regional Office in the offline mode. The Regional Office shall verify the claims and process the payment accordingly to release the payment. The Delete button is not shown for these records, because the data is from OSM portal.
- Confirm the CNS (number of Head Examiners, days and start date) on the Review screen. the values from OSM are suggested.

9. Review

- If the dashboard shows that records need to be reviewed, open the **Review** screen and confirm each record: the CNS first, then each Head Examiner, then the Head Examiner's team.
- For each record enter the start date and confirm the days and number of copies. The data cannot be frozen until every record is reviewed.

10. Validate & Freeze

- On **Freeze Payment Details**, use **Validate Data** to check all entries without finalising. Fix any listed issues.

- Tick the declaration checkbox and click **Freeze** to finalise. The system re-validates and blocks freezing if any issue remains.
- The IFSC code entered must be a valid code present in the bank directory, otherwise you will be asked to re-check it (applies on Add, Edit and Freeze).
- Some team-composition issues (for example a role not added under a Head Examiner or the number of examiners for an AHE) may not fit every school. In these cases, if data is correct, open **Review / accept exceptions** from the list of issues and accept the issue with a reason. Accepted exceptions are printed on the certificate. All other issues must be corrected.

Important: After freezing, no further Add / Edit / Delete is allowed. If a correction is needed, the data can be unfrozen from the Freeze Payment Details screen a limited number of times, and only until you certify the data. After unfreezing, follow the steps in previous paras, freeze again and certify again.

11. Certify Data

- After freezing, open **Certify Data** and open the certificate to check the figures. The certificate also lists any exceptions you accepted.
- Confirm the total number of beneficiaries, the total amount and the Certificate Reference No. shown, then tick the declaration and certify.
- Certifying is final: after it, the data can no longer be changed. The payment shall be processed on the data certified by CNS. It is therefore requested that CNS shall personally review the data and ensure that bank accounts details, IFSC code, etc. are entered correctly. In case of erroneous bank accounts details resulting in wrong payment, Board shall not be responsible. A facility to download the report and statistics is given in the Portal. CNS may download the data and keep them for records or further reference.

12. Bank Account Rules

- The same Account Number + IFSC cannot be assigned to two different people in your school.
- The same person doing multiple duties should be entered with the same account and the same name. Minor spelling / word-order differences are accepted; a different name on the same account is rejected.