



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/2025/

Dated: 03.10.2025

To

The Principals/Heads
Schools affiliated to CBSE
(Through CBSE website)

Subject: Submission of List of Candidates (LOC) for Class X (First Examinations) & Class XII for Examinations for the session 2025-2026-reg.

Madam/Sir,

This is with reference to the CBSE Circular No. CBSE/LOC/X-XII/2025-2026/ dated 27.08.2025 regarding submission of the List of Candidates (LOC) for Class X and Class XII for Board Examinations 2026.

Afterwards, CBSE has reminded to all the schools through various circulars and reminders to ensure timely submission of LOC. The details of circulars issued are given hereunder:-

1. A circular/notification No. CBSE/Coord/2025-2026 dated **09.09.2025** outlining the **critical dates** for LOC submission, including the activation of the web module for CWSN candidates etc.
2. A circular No. CBSE/LOC/X-XII/2025-2026/ dated 11.09.2025 as reminder-1 was issued to schools for accuracy and timeliness while submitting LOC for class X/XII -2025-2026.
3. A circular No. CBSE/COORD/2025-2026/ dated 18.09.2025 was issued for information of parents for Correct Submission of Data & Subjects.
4. A circular No. CBSE/LOC/X-XII/2025-2026/ dated 19.09.2025 as reminder-2 was issued to schools for filling of accurate LOC data 2025-26.
5. A Circular No. CBSE/LOC/X-XII/2024-2025/ dated 25.09.2024 as reminder-3 was issued to schools for LOC submission & mode of payment of fee.
6. Five reminders have also been issued on **26.09.2025, 27.09.2025, 28.09.2025, 29.09.2025, and 30.09.2025** emphasizing the remaining days available for submission of LOC without late fees.
7. Hence, in total 08 reminders have been issued by CBSE to facilitate schools and reiterate the instructions outlined in the circular dated 27.08.2025.

Despite of repeated reminders/communications and ample time given, it has been observed that **many schools have still not submitted their LOCs** within the prescribed schedule time i.e. **22.09.2025** in case of payment via Challan (without late fees) and **30.09.2025** in case of payment through Internet Banking/UPI/ Debit Card/Credit Card/NEFT/RTGS/Other Countries including Nepal Internet Banking/ Debit Card/SWIFT Card/Credit (without late fees).



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Hence, the LOC submission portal was closed on 30.09.2025 without late fee and again reopened from **03.10.2025** onwards as per the following schedule, allowing schools to submit their LOCs with late fee:-

| Mode of payment | Schedule with Late Fee |
|---|--|
| Payment through Challan | 03.10.2025 to 08.10.2025 at 11.59 p.m. |
| All modes of payment of fees except Challan | 03.10.2025 to 11.10.2025 at 11.59 p.m. |

All Principals who have still not submitted their LOC are therefore directed to ensure that the LOC for their respective schools is completed and submitted within prescribed timeframe with late fees. **The portal will be closed as per above schedule**, and no submissions will be accepted thereafter.

Schools failing to submit their LOCs by the final deadline will bear full responsibility for the non-compliance and any resulting consequences, including the ineligibility of their candidates to appear for the Board Examinations 2026.


(Satpal Kaur)
Joint Secretary (Coord. Unit)

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction :-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
(commissioner-kvs@gov.in)
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
(nvsshww@gmail.com, commissioner.nvs@gov.in)
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
(neats-tribal@tribal.gov.in, commissioner.neats@tribal.gov.in)
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
(pvpsainikschool@gmail.com)
5. The Director General, Sports Authority of India, Jawaharlal Nehru Stadium Complex, Lodhi Road, New Delhi 110003.
(dq-sai@gov.in)
6. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066. (nesnavy@gmail.com)
7. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005. (oavsbbsr.od@gov.in)

8. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054. (diredu@nic.in)
9. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017. (dpi-chd@nic.in)
10. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim - 737101. (directorhehrdd@gmail.com)
11. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111. (dirdschedn@sify.com)
12. The Director of Education, Govt. of A&N Islands, Port Blair - 744101. (dirdschedn@sify.com)
13. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in)
14. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005. (dse-edn@py.gov.in)
15. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh. (dhe-sml-hp@gov.in)
16. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmpr@iaf.nic.in)
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010. (coordsection.aweshq@awesindia.edu.in)
18. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE.
19. All the Heads of Department of the Board.
20. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Principals of the affiliated schools of the Board in their respective regions.
21. Web Admin with the request to put this Circular on the CBSE Website.
22. Media & Public Relations, CBSE for appropriate disseminating and publicity.