



# 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)



No. CBSE/Coord/PRAC-REMINDER/2026

01.01.2026

CIRCULAR No.- 01/2026

### Reminder-1

The Principals/Heads of the Schools,  
All Schools Affiliated to CBSE  
(Through CBSE website)

**Subject: Conduct of Practical Examinations/Project/Internal Assessment Classes  
X & XII-2025-26**

Madam/Sir,

This is in continuation of Circular No. CBSE/COORD/Main Practical/2025-26 E-File 163685 dated 01/12/2025, whereby it was informed that the Annual Practical Examinations / Internal Assessment / Project for Class X / XII for the session 2025-26 are scheduled to start w.e.f 1<sup>st</sup> January 2026. The following necessary actions are required to be taken by all schools for timely conduct of Practical Examinations/Project/Internal Assessment.

1. Please ensure that sufficient number of practical answer books have been received in the school before the scheduled date for conduct of practical examinations. In case of any issue, please get in touch with the concerned Regional Office.
2. Schools should inform parents and students regarding the schedule of Practical/Project /Internal Assessment to make them aware of, for the strict compliance of instructions issued by the CBSE.
3. Ensure that necessary arrangements like infrastructure, equipment, and materials are available in the laboratories for conducting practical exams. Check that the laboratories or facilities are adequately set up for students to perform their experiments.
4. Contact the External Examiners appointed by CBSE for the conduct of Practical/Internal Assessment well in time for its smooth conduct.
5. Make the required arrangements for Children with Special Needs (CWSN) to conduct Practical Examinations/Project/Internal Assessment so that they can participate in the practical exams comfortably.

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6. The students will appear in the practical examinations as per the schedule fixed by the school.
7. The marks in respect of all Practical Examinations/Project/Internal Assessment shall be uploaded everyday i.e. on the day of conduct of assessment.
8. While uploading the marks, the school, the Internal Examiner and the External Examiner shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.
9. **Schools should check maximum marks assigned to Practical/Project/Internal Assessment before awarding & uploading the marks. Principals are requested to ensure that correct marks are uploaded as requests for correction of marks post result will not be entertained.** (Please refer to Appendix V and VI of Circular No. CBSE/COORD/Main Practical/2025-26 E-File 163685 dated 01/12/2025 )
10. It will also be ensured by the Principal/Internal Examiner/External Examiner, that marks awarded to every student are solely based on their performance.
11. Answer books provided for practical examination, 2026 include an undertaking for examiners wherein it has been mentioned that maximum marks assigned to practical in the subject have been checked and marks have been assigned after reading all instructions.
12. No student participating in sports at National/International level will be given exemption from appearing in Practical/Project/Internal Assessment and no separate practical will be conducted/arranged for them.
13. For Class XII, the schools are not authorized to make alternate arrangement of External Examiner for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an external examiner appointed by the Board.
14. If it is found that school has conducted practical by using some other external examiner not appointed by the CBSE, this assessment will be treated as null & void.

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15. In case, it is observed that directions of the Board have not been complied with by the schools, the Board reserves its right to cancel the Practical examination.
16. Schools should ensure that the Practical/Project/Internal Assessment are conducted within the stipulated time frame between 1 January 2026 to 14 February 2026 only. From 1<sup>st</sup> February 2026 onwards, Principals should follow up with their Vice Principal/Coordinators/ Concerned teachers regarding the status of conduct of practical examinations and uploading of marks.
17. If any clarification is required, schools may contact the concerned Regional Office well in time.
18. CBSE has enhanced the rates of remuneration for all functionaries with effect from Examinations 2026. The scale of staff and revised rates of remuneration for Practical Examinations 2025-2026 are enclosed as Appendix I.

With Best Wishes to you and to your team on New Year-2026. Your continued dedication to maintaining academic integrity and providing a supportive environment for students is deeply appreciated.

Yours faithfully,



(Dr. Sanyam Bhardwaj)  
Controller of Examinations

# APPENDIX-I

## SCALE OF STAFF, RATES OF REMUNERATION FOR PRACTICAL EXAMINERS/EXAM FUNCTIONARIES

The support staff as per details given below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examination/Project/Internal Assessment: -

Sr. No	SUBJECTS	PERMISSIBLE SUPPORT STAFF
(a)	Physics Chemistry Biology Geography Home Science	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(b)	Computer Subjects (Involving Computer Lab)	01 Assistant Superintendent 01 Laboratory Assistant 01 Laboratory Bearer
(c)	Music and Dance	01 Instrument Player 01 Music/Dance Room Helper
(d)	Other Subjects	01 Assistant Superintendent 01 Laboratory Bearer
(e)	Sanitation/Cleaning	01 Sanitation/Cleaning Staff per day
<b>RATE OF REMUNERATION FOR SUPPORT STAFF</b>		
(f)	Assistant Superintendent	Remuneration @250/- per day and conveyance @250 per day
(g)	Laboratory Assistant	Remuneration @ 250/- per day and conveyance @ 250 per day
(h)	Laboratory Bearer	Remuneration @ 250/- per day and conveyance @ 250 per day
(i)	Instrument Player	Remuneration @250/- per day and conveyance @ 250 per day
(j)	Music/Dance Room Helper	Remuneration @250/- per day and conveyance @ 250 per day
(k)	Sanitation/Cleaning Staff	Remuneration @Rs. 250/- per day and conveyance @ 250 per day
<b>RATES OF REMUNERATION FOR EXTERNAL EXAMINERS</b>		

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(l)	Fine Arts	@ 35/- per candidate per subject (Subject to minimum payment of 700/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. 300/- towards Conveyance / Refreshment / other charges
(m)	All other subjects having Practical component or Project component	@ 25/- per candidate per subject (Subject to minimum payment of 500/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. 300/- towards Conveyance/ Refreshment/other charges
(n)	Physical Education	@ 25/- per candidate per subject (Subject to minimum payment of 500/- per examiner). The Examiner shall be required to conduct exam invariably in two sessions in a day in the same school if the no. of candidates is more than 20. 300/- towards Conveyance/ Refreshment/other charges
<b>RATES OF CHARGES PAYABLE TO THE SCHOOLS/CENTRES</b>		
(o)	Subjects having Practical Component	@ 25/- per candidate
(p)	Subjects having Project Component	@ 10/- per candidate
<b>RATES OF REMUNERATION FOR OBSERVER</b>		
(q)	Observer (If appointed by the Board)	Remuneration 750/- per day and Conveyance/Refreshment/ other charges 300/- per day. <b>Note</b> -Outside Observer will be paid TA/DA at approved rates
(r)	Payment to Chief Nodal Practical	4000/-Lump-sum for entire duration



	Supervisor	
<b>Rates for TA/DA</b>		
(s)	Traveling expenses out station duty's by Train/Air.	Actual on production of ticket. <b>Entitlement:</b> Second A.C fair in respect of Principal/Centre Supt./Observer/P.G.T for air journey prior approval of Controller of Examinations.
(t)	Journey by Road	@ 20 per K.M. Per day.
(u)	Hotel charges (Outstation Duties)	For Principal / Observer /P.G.T. 4000/- (Per day) For T.G.T / Teachers/ other person. 3000/- (Per day)
(v)	Daily Allowance (Outstation Duties)	For Principal / Centre Supt. / Observer /P.G.T @1250/- (Per day) For T.G.T / Teachers/ other person. @ 1125/- (Per day)
(w)	In respect of foreign schools' payment will be at the double rate of the rate mention above.	
(x)	Revised rate notified by the Board vide notification-CBSE/Pers. A/Revised Rates/2025-26 /4971-76, dated 01.12.2025	





**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.  
(nests-tribal@tribal.gov.in, commissioner.nests@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 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)
6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005. (oavsbbsr.od@gov.in)
7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054. (diredu@nic.in)
8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017. (dpi-chd@nic.in)
9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101.  
(directorhehrdd@gmail.com)
10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111.  
(dirschdn@sify.com)
11. The Director of Education, Govt. of A&N Islands, Port Blair -744101.  
(dirschdn@sify.com)
12. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in)
13. 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)
14. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh. (dhe-sml-hp@gov.in)
15. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmp@iaf.nic.in)
16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.  
(coordsection.aweshq@awesindia.edu.in)
17. The Joint Secretary to Chairperson, for kind information of the Chairperson, CBSE.
18. All the Heads of Department of the Board.

19. 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.
20. Web Admin with the request to put this Circular on the CBSE Website.
21. Media & Public Relations, CBSE for appropriate disseminating and publicity([cbsemediapr@cbseshiksha.in](mailto:cbsemediapr@cbseshiksha.in))
22. CBSE Call Centers ([callcentre@cbseshiksha.in](mailto:callcentre@cbseshiksha.in))