



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/Co-ord/Correction in demographics/2026

23.09.2026

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

Subject: Streamlining the process of corrections in the demographic details-reg.

Madam/Sir,

It is extremely important that after examinations of Class X/XII conducted by the Board, the Mark Sheet-cum-Passing Certificate be issued with the correct demographic details of the students. To ensure that demographic details are correctly submitted by the schools, CBSE takes the following measures:-

- Schools are advised to ensure that demographic details of the students are correctly recorded in school records i.e. admission form, scholar register and admission withdrawal register.
- The transfer certificate that is issued should be with correct demographic details of the students.
- The Registration be done in Class IX with correct demographic details. Correctness of the demographic details is verified and certified by parents and schools.
- After Registration, a correction window is again provided to ensure that in case of any mistake, the same may be rectified by correcting the uploaded data.
- Schools are directed to download the Registration Card of the students and provide the same to them, for verification of their demographic details.
- In Class X, the registration data of Class IX is shown to the schools for submission of LOC. Once again, prior to submission of LOC schools are directed to verify the data and get confirmation from parents.
- After LOC submission also, a correction window is made available, so that if any data is not correct, the same may be corrected.
- Prior to examination, admit cards are issued to the students wherein an undertaking is obtained from the students, parents and Principal of the school that demographic details mentioned in the admit card are correct.
- After making all these efforts, schools send requests to CBSE for correction in the demographic data of candidates prior to the declaration of result.
- Once the result is declared, passing documents are provided to the students wherein an undertaking is obtained for the confirmation of the demographic details of the students from the Student/Parent/Principal.

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The above process is repeated in Class XI & XII, meaning thereby CBSE provides about 20 opportunities to the Schools/Parents to provide correct demographic details of the students. Despite making so many efforts, as soon as the result is declared, CBSE gets a large number of requests for correction in demographic details of the students. While sending requests for correction, the following has also been observed by the CBSE:-

1. Schools are sending incomplete requests to the Board for making correction in demographic details.
2. Supporting records from all previous schools, where student has studied are not provided with the requests.
3. Documents, which are not visible, are sent with the requests.
4. There are many cuttings on the documents.
5. Once CBSE is making requests to supply the documents, no reply is sent by the schools and many more such issues.

This causes delay in the processing of the requests.

Keeping the above in view, the following directions are issued to the schools for strict compliance.

1. Ensure that in all school records, demographic details of the students are 100% correct.
2. Instructions issued by the CBSE during registration and submission of LOC are strictly adhered to.
3. Schools must obtain confirmation from the parents about correctness of demographic details.
4. While sending request to the Board for correction, all certified records from all previous schools is sent to the CBSE.

To ensure that requests sent to CBSE are processed in the minimum possible time, schools are directed to provide complete certified records. In case, incomplete requests are received, the same will be summarily rejected by the CBSE.

In addition to the above, the following has also been experienced:-

1. Students are sending requests directly to the CBSE.
2. Students are sending requests through legal notices.
3. Students are approaching the Hon'ble Courts.

It would be appreciated if the students are guided to process their requests through schools instead of taking the above said routes, which delays decision on their requests, because of non-availability of the desired school records.

This is for strict compliance by all the schools.


(Dr. Sanyam Bhardwaj)
Controller of Examinations

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 and direct them to submit requests accordingly :-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, 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 Director of Education, Directorate of Education, Government of NCT of Delhi, Old Secretariat, Delhi – 110054. (diredu@nic.in)
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh – 160017. (dpi-chd@nic.in)
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101. (directorhehrdd@gmail.com)
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar - 791111. (dirschdn@sify.com)
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair – 744101. (dired.and@nic.in)
8. The Secretary, Sainik Schools Society, Room No.101, D-1 Wing, Sena Bhawan, New Delhi-110001. (pvpsainikschool@gmail.com)
9. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001. (tmls-mod@nic.in)
10. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar, Delhi Cantt – 110010. (coordsection.aweshq@awesindia.edu.in)
11. Additional Director (Academics) at HQ, Army Welfare Education Society (AWES) Delhi - 110010. (addldiracademic.aweshq@awesindia.edu.in)
12. The Secretary Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India. (nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in)
13. The Chairman, Odisha Adarsh Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha 751005. (oavsbbsr.od@gov.in)
14. Director of School Education Ladakh, Room No. 101, 102 Ground Floor, Council Secretariat, Kurbathang, Kargil Ladakh 194103. (pr.secy@ladakh.gov.in))
15. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh. (pr.secy@ladakh.gov.in))
16. Secretary, Department of School Education, Govt. of Uttarakhand, Dehradun, Uttarakhand 248001. (secy-edu-ua@nic.in).
17. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh. (dhe-sml-hp@gov.in)
18. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066. (dopsmpr@iaf.nic.in)
19. Directorate of Higher Education, Himachal Pradesh, Shimla 171001. (dhe-sml-hp@gov.in)
20. 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)
21. Department of School & Mass Education, Government of Orissa, Lok Sabha, Bhawan, Bhubaneswar 751001 Odisha. (secysme.od@nic.in)
22. The Joint Secretary to Chairperson, for kind information of the Chairperson, CBSE.
23. All the Heads of Department of the Board.
24. All Regional Directors / Officers with the request that all the schools under the jurisdiction of their Regional Offices attend the webcast.
25. Media & Public Relations, CBSE for appropriate disseminating and publicity
26. Web-admin for uploading on the CBSE website.