



# 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: 01.09.2025

To

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

IMPORTANT

**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 under the correct demographic details of the students. To ensure that demographic details are correctly submitted by the schools, the 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 shall be issued 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 uploaded data.
- Schools are directed to download the registration card of the students and provided 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 the confirmation from parents.
- After LOC 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 taking so much of efforts, schools are again used to sent requests to the CBSE to make the correction in the demographic data prior to the declaration of result.
- Once the result is declared passing documents are again provided to the students wherein an undertaking is obtained for the confirmation of the demographic details of the students from the Student/Parent/Principal.

**Above process is repeated in Class XI & XII. Meaning thereby CBSE is providing 20 opportunities to the Schools/Parents to provide correct demographic details of the students.** Despite making so many efforts, soon result is declared, CBSE is getting 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:-

- Schools are sending incomplete requests to the CBSE for making correction in demographic details

Contd....2/-



2. Supporting records from all previous schools where student has studied earlier 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.

This makes delay in the processing of the requests.

Keeping above in view, the following directions are issued to the schools for strict compliance please:-

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. Must obtain confirmation from the parents about correctness of demographic details.
4. Once, sending request to the CBSE for correction, all certified records from all previous schools as depicted in the enclosed table 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 be rejected by the CBSE.

In addition to 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 to the Hon'ble Courts.

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

This is for strict compliance please by all the schools.

  
(Dr. Sanyam Bhardwaj)  
Controller of Examinations

**Enclosed:-** 1. Table for sending records for correction (Annexure-A)

2. Illustration for correction (From where & what documents are required)  
(Annexure-B)

**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 as per Annexure-A:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.

Contd....3/-

3. The Secretary, Eklaya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
5. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066.
6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar Odhisha-751005.
7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017.
9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101.
10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111.
11. The Director of Education, Govt. of A&N Islands, Port Blair -744101.
12. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh.
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.
14. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.
15. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066.
16. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.
17. The Deputy 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.



## Annexure-A

### Table for sending records for correction

[illegible]

\* At the Entry Level in school, student will submit DOB certificate as well as Aadhaar Card/ Proof of Address

\*\*  
Business/Service/Organization

# ILLUSTRATION FOR CORRECTION

## Annexure-B

**From where & what documents are required**

School Details (For example)	Class ■	Present School Name and Code	Candidate Name as per admission form	DOB as per admission form	Admission Form No	Name as per AWR/ scholar register	TC No (enter the details only when the candidate has left the school)	Min. Age as per State Govt.	Regn-IX/XI	Class X	Class XII	Birth Certificate issued on	Aadhaar/Passport/ If Parents are in Govt Service, official record.	Parents profession **
School of Entry Class	Entry Class (Nur/ KG/1st)	ABC School 543017 (School Name and School Code)	Sambhav	15.07.22 DD/MM/YY	AB12345	--	--	3/4/5	--	--	--	18.07.2022	Sambhav Sharma	
	2 <sup>nd</sup>	-do-	Sambhav	15.07.22 DD/MM/YY	AB12345		--	6				18.07.2022	Sambhav Sharma	
	3 <sup>rd</sup>	-do-	Sambhav	15.07.22 DD/MM/YY	AB12345		--	7				18.07.2022	Sambhav Sharma	
	4 <sup>th</sup>	-do-	Sambhav	15.07.22 DD/MM/YY	AB12345	Date of Withdrawal	YYYYYYYY	8				18.07.2022	Sambhav Sharma	
2 <sup>nd</sup> School	5 <sup>th</sup>	XYX School 89685	Sambhav	15.07.22 DD/MM/YY	YT6879	Date of admission	YYYYYYYY	9				18.07.2022	Sambhav Sharma	
	6 <sup>th</sup>	PQR School 89685 (Example-1 for DOB correction)	Sambhav	22.08.22 DD/MM/YY (Wrongly filled DoB by candidate in Admission Form)	YT6879	Date of Withdrawal	XXXXXXXX	10				18.07.2022	Sambhav Sharma	

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3 <sup>rd</sup> School	7 <sup>th</sup>	YYY 66205 (Example-2 for Name correction)	Sambhav Singh (Wrongly filled by school)	22.08.22 DD/MM/YY YY (DOB taken as per TC issued by Army School)	ZX2233	Date of admission	BBBBBB	11					18.07.2022	Sambhav Sharma	
	8 <sup>th</sup>	YYY 66205	Sambhav Singh	22.08.22	ZX2233	Date of Withdrawal --	--	12					18.07.2022	Sambhav Sharma	
4 <sup>th</sup> School	9 <sup>th</sup>	ZZZ 60402	Ranjan Singh	07.08.22	YU3456	Date of admission	--	13	PPPP				18.08.2022	Ranjan Singh	
	10 <sup>th</sup>	ZZZ 60402 (Example-3 for Name correction)	Ranjan Sharma (Wrongly filled by school)	07.08.22				14	PPPP	BBBB			18.08.2022	Ranjan Singh	
	11 <sup>th</sup> *	ZZZ 60402	Ranjan Singh (Corrected after approval)	07.08.22				15		BBBB			18.08.2022	Ranjan Singh	
	12 <sup>th</sup>	ZZZ 60402	Ranjan Singh	07.08.22				16			FFFFF		18.08.2022	Ranjan Singh	

- At the Entry Level in school, student will submit DOB certificate as well as Aadhaar Card/ Proof of Address
- \* Candidate Name Change based on approval from the Competent Authority on submission of valid documents.
- \*\* Business/Service/Organization