



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/LOC/2021/

16th September, 2021

To,
The Principal/Head,
All Schools affiliated to CBSE

Subject : Submission of List of Candidates (LOC) for Class X/XII Examination, 2021-22.

Madam/Sir,

This is in continuation to the letter no. CE/CBSE/LOC/2021 dated August 16, 2021 wherein schools were instructed to make the preparations for submission of LOC for examination-2021-2022. Accordingly, activity of collection of data of eligible candidates through LOC is being made available from 17th September, 2021. Submission of LOC shall be done through e-Pariksha link given in **CBSE website** <https://cbse.gov.in>.

As timely submission of the **LOC as per schedule is very important this year because Term-1 exams will be conducted in November/December, 2021**, hence, schools are requested to plan timely submission of data of the candidates. It will also be ensured that data filled in is correct.

Following actions are to be taken for registration of students in the List of Candidates: -

1. There are many information, without understanding which, schools will not be able to fill the LOC correctly. Hence, it is requested that Principals should read this circular personally and understand the same and fill LOC thereafter.
2. **Schools should ensure that: -**
 - (i) Students sponsored are their own regular and bonafide students
 - (ii) No bonafide students' name is left unsponsored
 - (iii) Students are not from any unauthorised/unaffiliated schools
 - (iv) Students are regularly attending classes
 - (v) Students are not registered with any other School Education Board.

Schools should sponsor only their own candidates.

In this context please see provisions in para 14.2 under the Affiliation Byelaws, 2018, which are as follows :-

"It is mandatory for every affiliated school to follow the Examination Bye-laws of the Board mutatis mutandis.

- 14.2.1 Every affiliated school shall present a list of number of students and their particulars in respect of Classes IX, X, XI & XII at the time of beginning of an academic session in the manner prescribed by the board.
- 14.2.2 No affiliated school shall present the candidates to the Board's examination who are not on its rolls.
- 14.2.3 No affiliated school shall present the candidates to the Board's examination who are enrolled in an unaffiliated School/Branch.
- 14.2.4 No affiliated school shall present the candidates to the Board's examination who are on its roll but have not attended the school regularly or do not meet the requirement of minimum attendance for appearance in the Board's examination.
- 14.2.5 Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.



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