केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत संगठन)

"शिक्षा केन्द्र'', 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली – 110 092

Central Board of Secondary Education

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

" SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 092.

CBSE/CU/143-online/2012   Dated: 21st August, 2012

All the Heads of the Institutions affiliated to CBSE under All India Scheme

Subject: List of Candidates (LOC) for *Class XII Examination 2013 – Online*
(A separate Notification shall be issued for Class X Examination 2013)

Dear Principal,

In order to achieve accuracy and timely receipt of data pertaining to List of Candidates (LOC) for Class XII of your school for the academic session 2012-13, CBSE has extended the facility of online submission of details of List of Candidates (LOC) for all Regional offices of the Board. The facility shall be made available from **24th August, 2012.**

It may please be noted that **'As per Examination Bye-laws, the subjects offered by the candidate in Classes XI/XII should be the same'.** The schools are expected to ensure the correctness of the subjects offered by the candidates and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respect.

Note : It has been observed during the past that there was a variation between subjects offered by the candidates and the subjects being taught. To ensure accuracy of data, the Subject Code and Subject Name must be checked for each candidate.
For Example, :

- Subject Offered by the candidate is shown as **'001' i.e. English Elective** whereas the candidate is being taught **'Functional English'.** Therefore, correct subject code should be **'101'**

For online submission, the link '**Online List of Candidates (LOC) for Academic Session 2012-13**' may be clicked in the website www.cbse.nic.in. For login, you have to use your **affiliation number** as **user-ID** and **password** as given by you at the time of **"Registration of Class IX/ XI candidates for 2012-13 online'**

1. Before Login, please take print-out of the instructions and procedure given on the website www.cbse.nic.in and read them carefully before submission of details of candidate for List of Candidates (LOC).

2. **List of Candidates (LOC) (light green form) shall not be sent by the Regional Office to the school for 2012-13 session.**

3. It is mandatory for all schools affiliated with the Board to **submit the details of all candidates** who are on roll in Class XII for the academic session 2012-13 in the school.

4. **(a) Fee details & Schedule for Senior School Certificate Examination (Class XII) 2013 :**

Fee per candidate		Schedule for On-line Submission of details of Candidate	Date for Receipt of Final List of Candidates(LOC) along with Fee in the Regional Office(*)
Schools in India	**Schools in Foreign**		
Rs.500/- without late fee (For first five Subjects)	Rs.3000/- without late fee (For first five Subjects)	30th September, 2012	7th October, 2012

Rs.200/- for Additional 6th Subject	Rs.1000/- for Additional 6th Subject		
Rs.40/- for each Practical Subject	Rs.125/- for each Practical Subject		
With Late Fee of Rs.150/-		15th October, 2012	22nd October, 2012
With Late Fee of Rs.250/-		31st October, 2012	7th November, 2012
With Late Fee of Rs.350/-		15th November, 2012	22nd November, 2012
With Late Fee of Rs.5000/-		15th January, 2013	22nd January, 2013

(b) Rs 100/- per candidate for Migration Certificate, if required by the candidate.

(*) *15 days grace time in place of 7 days for receipt of Final List of candidates (LOC) will be allowed to the schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and schools in foreign countries.*

In case the dates mentioned above fall on a holiday/ Saturday/ Sunday, next working day shall be applicable.

5. The following Steps 1 to 9 may be followed in sequence for online submission of Details:

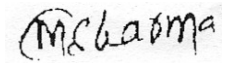| Steps	Activities for List of Candidates (LOC)	Nature of Activity
1	Login	Online
2	Check list Printing of Registered candidates of Class XI during 2011-12 and eligible for Class XII 2013 examinations from Server	Online
3	Checking of details of candidates for List of Candidates (LOC)	
	A. Checking of Checklist and correction to be marked on Check list • Addition of Candidates (Improvement of Performance candidates / New admissions /Transfer cases from other schools in Class XII/those who have not Qualified class XII but wish to repeat all 5/6 subjects as a regular candidate), if any. • Deletion of Candidates (Transfer cases to other schools, Failures in Class XI) • Whether Migration Certificate is needed by the candidate or not	Manual
	B. Correction marked on the check list must be made on the Server	Online
4	Correction of Candidates Details including photographs, if any on the server	Online
5	Check list Printing of List of Candidates (LOC) – Class XII from the server	Online
6	Finalisation of Data	Online
7	Submission of Fee Details	Online
8	Printing of Final List of Candidates (LOC)	Online
9	Submission of List of Candidates (LOC) along with Fee to Regional Office by Post	Manual

Note : Step-3 to Step-5 be repeated till all corrections are carried out and data is error free.
Facility of Printing Photographs in the Check List shall be made available wef 1st Sep., 2012

- Check List is generated for checking and corrections.
- Once Final list is generated, no more addition, deletions or corrections can be made on this data.
- The Schools shall take Final printout of List of Candidates (LOC) submitted and obtain signature of the candidates in the space earmarked for it.
- Demand draft for the requisite Fee (Examination Fee + Late Fee, if any +Migration Fee+ Sports Fee) shall be made in favour of the Secretary, Central Board of Secondary Education drawn on any Nationalized Bank payable at the place of Regional Office of the Board under whose jurisdiction the school is located.
- School No., School Name and Address, Principal name and phone number should be written on the back of the Demand Draft.
- Final List of Candidates (LOC) with candidate's signature along with Demand draft and duly filled and signed Certificate of Principal should reach the concerned 'Regional Officer', **Respective Regional Office of the Board within stipulated schedule given above.**
- A photocopy of the Final printout with candidates' signature should be retained by the School as office copy.

6. On-line submission shall be closed after last date and no entry shall be accepted after the last date.

7. Receipt of final List of Candidates (LOC) shall be acknowledged by the Regional Office only after the receipt of fee in the shape of Demand Draft as per the schedule given above

8. In the interest of their own candidates, Schools are advised to start submitting details on-line as per Instructions given on the website www.cbse.nic.in and take necessary steps so that computer generated details along with fee in the shape of Demand Draft reach the Regional Office before the last date and to avoid the possibility of dis-connection / inability / failure to log on to the Board's website on account of heavy load on internet / website jam.

9. Names and email-id of contact persons, in case of any query or help regarding online submission can be obtained by clicking the link '**Online List of Candidates (LOC) for Academic Session 2012-13'** in the website www.cbse.nic.in. For latest updates, please check at Board's website: www.cbse.nic.in

10. Those students who have appeared in the Class XII Board examinations in 2012 and wish to improve upon their performance can appear again for the Board examinations in 2013 in one or more subject(s).

Yours faithfully,

(M C SHARMA)
CONTROLLER OF EXAMINATIONS