



केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

CENTRAL BOARD OF SECONDARY EDUCATION

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



CBSE/Coord/EC-May 2024/2024

Dated 22nd November, 2024

CIRCULAR

Subject: Waiver of processing fees and penalties charged from KVs/JNVs/State Government Schools affiliated to CBSE in the event of corrections/modifications in LOC after closure of due date- Conditions thereto.

Each year, CBSE issues circular indicating there in the detailed instructions and Standard Operating Procedure for submission of List of Candidates (LOC) for ensuing class X/XII Board Examinations. The LOC data with requisite fees is collected through Pariksha Sangam available on the CBSE website <https://cbse.gov.in>.

Subsequent to finalization of LOC data, the Kendriya Vidyalayas (KVs), Jawahar Navodaya Vidyalayas (JNVs) and State Government schools approach CBSE for waiver of late fees/penalties. The waiver of fees/penalties is sought on various grounds viz. inability of students to pay late fees, Government schools do not have funds to pay late fees, by mistake wrong subject was selected mistakenly, clerical mistake etc.

The matter has been reviewed in the Examination Committee of the Board and it is found that without any onus for mistakes, the schools seek waiver of fees/penalties. It is pertinent to mention that disciplinary action should be taken against the erring officials of the school by their respective Competent Authority so that such mistakes do not recur in future. It is, therefore, decided that no request for waiver shall be entertained unless the concerned Competent Authority of the schools provides proof in support of disciplinary action against the officials who have committed mistakes while processing initial LOC data filling.

(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:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi -110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair-744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
9. The Secretary, Sainik Schools Society, Room No.101, D -1 Wing, SenaBhawan, New Delhi-110001
10. The Additional Director General of Army Education, A -Wing, SenaBhawan, DHQ, PO, New Delhi – 110001
11. The Secretary AWES, Integrated Head quarters of MoD (Army), FDRC Building No.202, Shankar Vihar (Near APS), Delhi Cantt – 110010
12. The Secretary Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
13. The Chairman, OdishaAdarshaVidyalaya Sangathan,N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha751005.
14. The Director, Higher Education, 412, E, BahiratPatilChowk, Model Colony, Shivaji Nagar, Maharashtra, Pune 411016
15. The Director, Department of School Education and Literacy, DoES&L, MDI Bhawan, Ground Floor, Dhurwa, Ranchi, Jharkhand 834004.
16. The Principal Director, School Education, Directorate of School Education, Upper Bayavu Hill, Kohima, Nagaland- 797121
17. The Director of School Education and Literacy (DSEL) Kenilworth Road, Opposite Shillong Public School, Kaitumkharah, Shillong – 793003
18. The Director School Education Ladakh, Room NO. 101, 102 Ground Floor, Council Secretariate, Kurbathang, Kargil – Ladakh 194103.
19. The Secretary, Department of School Education, Govt. of Uttarakhand, Dehradun, Uttarakhand 248001.
20. The, Secretary, School Education, Mantralaya, Naya Raipur, Chhattisgarh 492002.
21. The, Director, Secondary Education Director of Secondary Education, Govt. of Tripura ShikshaBhavan, Agartala Tripura 799001.
22. The Principal Secretary, Department of School Education, BikashBhavan, 5th & 6th Floor DF Block, Sector-1, Salt Lake City, Kolkata, West Bengal 700091.
23. The Director of Education, Lamphelpat, Imphal, West Manipur 795004.
24. The Director, Secondary Education, Directorate of Secondary Education, New Secretariat, VikasBhawan, Patna 800015.
25. The Administrative Secretary, School Education Punjab, Address Plot No. D-241, Industrial Area Phase- 8B, Sector-74 Mohali 160071
26. The Director, School Education, Directorate of School Education, Muthi Camp, Jammu 181205.
27. The Director Directorate of Secondary Education, Samta Nagar, Bikaner, Rajasthan 334001

28. The Directorate of Higher Education, Himachal Pradesh, Shimla 171001.
29. Department of School & Mass Education, Government of Orissa, Lok Sabha, Bhawan, Bhubaneswar 751001 Odisha.
30. Department of Education, 2nd Floor, Vallabh Bhavan-III, Govt. of Madhya Pradesh, Bhopal 462004.
31. The Secretary, (Primary & Secondary Education), Block No. 5, 7th Floor, Sachivalaya, Gandhinagar 382010
32. The Director, Secondary Education, Kahilipara Main Rd. Kahilipara, Guwahati, Assam 781019
33. The Director, School Education ESS Sector, Itanagar- 791111
34. The Commissioner & Director Director of School Education Saifabad, Hyderabad 500 004
35. The Director, School Education, Park Rd, Raj Bhavan Colony, Hazratganj, Lucknow, Uttar Pradesh 226001
36. All Regional Directors / Regional Officers of CBSE Regional Office with the request to disseminate the information to all Govt. schools under the jurisdiction of your Regional Offices.
37. Web-admin for uploading on the CBSE website.

Copy for information to:

1. Deputy Secretary to the Chairman, CBSE.
2. SPPS to Secretary, CBSE



(Controller of Examinations)