



# 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)



No. CBSE/Coord/LOC Correction-2025/

Dated: 08.04.2025

To,

The Principal/Head,  
All Schools affiliated to CBSE.  
(Through the CBSE website)

**Subject: Correction in 2025 LOC data in CAMC reg.**

Madam/Sir

Please refer to the Board LOC circular vide letter No. CBSE/LOC/X-XII/2024-25/7667/e-file163685 dated 04.09.2024 wherein it was directed that while uploading data schools will be responsible for the following-

1. Spelling of name of student/mother/father/ is correct and is as per School Record/Admission & withdrawal register maintained by the school
2. Date of Birth is correct and is as per School Record/Admission and With-drawl Register maintained by the school

Along with this, four reminder letters dated 30.09.2024, 01.10.2024, 02.10.2024, 03.10.2024 and 04.10.2024 were also issued to Schools with the instructions for the correct filling of LOC data. Despite repeated instructions, many schools have submitted wrong data and have thereafter requested the Board for various corrections in candidates' particulars.

Looking into such requests, CBSE is providing an opportunity for correction in particulars of candidates so that correct Result and marks statement can be provided to candidates. The correction facility for correction in particulars will be made live through the CAMC portal for the period from **09/04/2025 to 17/04/2025** for all schools for uploading the correct data of candidates along with proper school record. (One PDF comprising of Admission Form, Admission Withdrawal Register and TC if applicable).

The correction portal for 2025 LOC CAMC portal will be opened as per the schedule given below. The correction proposals are to be processed by schools. The schedule for LOC corrections through online correction portal is as below-

ACTIVITY	SCHEDULE
1.Entry of correct particulars by the schools along with uploading one single pdf containing Admission form, Admission Withdrawal Register and TC (if required) duly supporting the correction requested for.	09 /04/2025 to 17 /04/2025



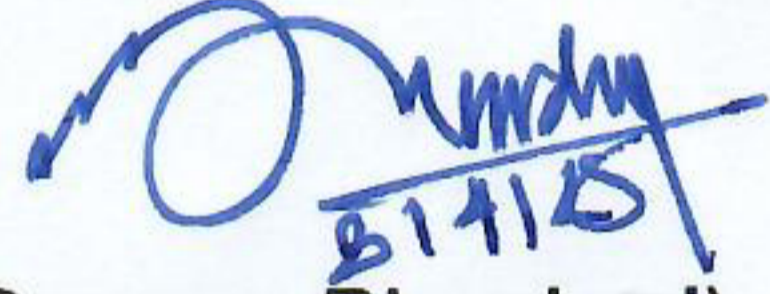
"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Contd...2/



Following may please be noted by all schools for needful action-

1. The requests sent by schools to the CBSE earlier will also be taken up by the schools through this portal. In case request is rejected, no change in the data will be allowed.
2. No request for any correction will be accepted hereafter and data finalized will be used for providing Marks Statement to the candidate.
3. Complete change of name of candidate and parents will not be permitted. Only minor corrections will be allowed.
4. **Some illustrations of permissible corrections are given in Annexure-A**
5. The processing fees ₹1000 per candidate will be charged for correction in the record of the Regular candidates. This fee will be deposited by the schools to the Regional office concerned.
6. It is informed that no correction whatsoever will be entertained by the CBSE after this opportunity.



Dr. Sanyam Bhardwaj)  
Controller of Examinations

Copy for information to:

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.
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Chairman, Navy Education Society, Directorate of Naval Education, Naval Education, Ministry of Defence, RK Puram, New Delhi-110066.
5. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, NewDelhi-110001.
6. The Director, Sambhota Tibetan Schools Society, ESSESS Plaza, Community Centre, Sector -3, Rohini, Delhi.
7. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110001
8. Deputy Secretary, O/o Chairman, CBSE
9. PPS to Secretary, CBSE
10. JS (IT) CBSE
11. Internal Auditor & Financial Adviser CBSE
12. Web-admin with the request to upload it on the website

**ANNEXURE-A**

**Permissible correction in LOC-2025  
CAMC (Central Admission Master Correction) Portal**

Following type of LOC corrections/updates requests may be filled by the schools in the CAMC Portal.

**A. Regular Candidates**

S. No.	Type of Request for Corrections/ Updates	Actions by RO
1.	Mother/ Father Name Interchange	Permitted.
2.	Name Correction for candidate and Mother/ Father	Only minor corrections are permitted.
3.	Father/ Mother Name completely Changed	Not permitted
4.	F_L_Code Correction (Improvement to Full subject)	Permitted. ROs will satisfy the eligibility criteria.
5.	Photo Correction( Seems already done prior to conduct of examinations)	Permitted.
7.	DOB Correction	Permitted only as per rules and based on supporting documents.
8.	Updation in Single Child Field	Permitted.
9.	Category Change (Gen to OBC)	Not Permitted.
10.	Gender Correction ( only if a mistake in Male/ Female has been made) Gender correction not permitted in case of Gender Change .	Permitted.