



केन्द्रीय विद्यालय संगठन(मुख्य०)

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016.

**KENDRIYA VIDYALAYA SANGATHAN (HQs)**

An Autonomous Body under Ministry of Education, Govt. of India

18, Institutional Area, S.J.SMarg, New Delhi-110016.

Tel.:011-26521841

Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

File No: 11-DAC10CBSE/1/2020-DC (Acad-1)

Date: 12.09.2024

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices  
& Principal KV Kathmandu, Moscow & Tehran

Subject: Submission of List of Candidates (LOC) for Class X & XII Examination 2024-25-reg.

Madam/Sir,

CBSE has notified for submission of List of Candidates (LOC) for the Academic Session 2024-25 vide its circular no. CBSE/LOC/X-XII/2024-25/7667/ dated 04.09.2024 and 10.09.2024 for Class X & XII. In this regard, following directions are to be given to all Principals of KVs under Region for strict compliance: -

1. LOC for the students of Class X & XII to be submitted as per the schedule from **05<sup>th</sup> September to 04<sup>th</sup> October, 2024.**
2. Name of student, Parents/Guardians details especially spelling of the names as per school record as well as details furnished during registration in Class IX/XI may be thoroughly checked. **Date of Birth of the students is to be checked.** Issues if any may be addressed immediately.
3. The name and other details of students appearing in the Class XII should be similar to the Class X CBSE Report Card, if any differences are found, necessary steps may be taken immediately to resolve it.
4. Precaution may be taken for submission of the details of similar subjects of Class XII i.e. Hindi Core (302) & Hindi Elective (002), Mathematics (041) & Applied Mathematics (241), English Core (301) and English Elective (001) etc. and also class X accordingly on CBSE Portal. Before obtaining signature from students they may be sensitized regarding the subjects offered along with CBSE Codes.
5. Details of students transferred from one KV to another KV to be checked thoroughly.
6. Fresh admission done upto 31.08.2024 in Class X & XII by KV in the current session may also be checked.
7. Timely submission of desired data in portal is to be ensured to avoid any issues in future
8. Due to wrong submission of LOC data, CBSE imposed penalty against 4 KVs in previous Academic Year. Further, this office also directed DCs to take administrative action against official concerned due to such lapses. Hence, LOC for Class X & XII to be checked thoroughly before final submission in portal.
9. **In case of any affiliation issues are still pending with CBSE, the same may be taken up immediately with CBSE under intimation to this office.**

Accordingly, it is requested to instruct all KVs under the Region with necessary directions for submission of LOC of students on the CBSE Portal in time and correctly and also check designated CBSE mail as well as CBSE website from time to time for further directions, if any.

This is for your information and further necessary action at your end.

Yours sincerely

Encl.: -As above.

(Dr. P. Devakumar)  
Joint Commissioner (Acad.)

12.09.24