CBSE/COORD/SO(PTG)/2019   31.10.2019

To,
The Principal/ Head of All Schools
Affiliated to CBSE

Subject: <u>**Corrections in List of Candidates (LOC), Examination-2020**</u>

Madam/Sir,

You are aware that the last date for submission of the List of Candidates (LOC) for 2020 examination was 30.9.2019 with normal fees and 14.10.2019 with late fees for both classes-X and XII. Correctness of candidates' data is of highest importance as data of LOC is used for:

1. fixation of examination centres
2. in making requisite quantity of material available for holding examinations
3. generating Admit Cards with correct details of the candidates
4. compiling and declaring of results
5. issuing Marks sheet, Certificate and Migration Certificate to the candidates
6. uploading result on Board's website, Parinam Manjusha, Digilocker etc.

It was desired from the schools that candidates' data uploaded in LOC should be 100% correct. However, after last date of submission of the LOC, many schools have requested for correction in data. Looking into the requests made by the schools, as one time measure, **the link for making corrections in the LOC will be opened w.e.f. 04.11.2019 (Monday) to 11.11.2019(Monday).**

Following may please be noted by the schools/ candidates/parents for needful action:-

1. Schools can make the correction online in all fields.
2. In Class-X, correction in Mathematics Standard (041), Mathematics Basic (241), if any, be done now only. No next opportunity will be given.
3. Similarly, in Class - X : Hindi – A (002), Hindi – B (085), Urdu A (003), Urdu B (303) and in Class – XII : Hindi Core (302), Hindi Elective (002), English Core (301), English Elective (001), Sanskrit Core (322), Sanskrit Elective (022), Urdu Core (303), Urdu Elective (003) etc. be checked once again and correction if any, be done now. No request to change the subject and to provide question papers of other subject then that submitted in LOC at the time of examinations will be entertain.
4. No request for correction in candidates data viz candidates' name, fathers' name, mothers' name and Date of Birth etc after examination will be accepted.
5. Complete change of name of candidate will not be permitted. Only correction will be allowed.
6. No new name will be allowed to be added in the data.

Contd..2/-

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7. CBSE will not correct the data from the hard copies of the LOC submitted by the schools to the CBSE. If any school has already sent the hard copy of the LOC to CBSE after making correction on hard copy of LOC, such schools are also directed to make online corrections.

8. CBSE will record all the corrections made by the schools and if it is observed that data has been fiddled with, action will be taken against the school as per affiliation Bye-Laws.

All schools are therefore requested to ensure that the corrections, if any, are to be made during permitted period only. **Print out of the corrections made, duly authenticated by the Head of the school be sent to the concerned Regional Office so as to reach latest by 20.11.2019**.

It is informed that no corrections, whatsoever, will be entertained by the CBSE after expiry of correction facility pertaining to List of Candidates, 2020 examination.

It is expected from the Principals that they will read the circular carefully, understand the same for implementing correctly to avoid future problems.

Yours faithfully,

(Dr. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

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