



RAMJAS INTERNATIONAL SCHOOL

SECTOR IV, R. K. PURAM, NEW DELHI - 110022

Circular No. : RIS/2025/10/003

Date : 08 October 2025

Dear Parents,

This is to inform you that the School is in the process of finalising the Students' Data for Class IX and XI CBSE Registrations. The List of Candidates (LOC) for students of classes IX and XI is required to be checked thoroughly before final submission to CBSE. *(The detailed circular issued by CBSE is annexed for reference)*

In this regard, you have been informed earlier that it is **important for all stakeholders to cross check the student details** being submitted with utmost care to avoid any future hardships.

Following to be checked carefully as the same information will be printed on mark-sheet and migration certificate:

- a. Spelling of name of Student/Mother/Father/Guardian
- b. Student's Date of Birth
- c. Subject combination and their code numbers

You are requested to come to school (Mother and Father along with the candidate) to check and sign LOC as per the following schedule:

Date: 11 October 2025, Saturday

Timing: 08:00 a.m. to 08:30 a.m. orientation followed by verification 08:30 a.m. to 09:30 a.m.

Venue: School Hall

Note: Parents to kindly carry the Parent I-card.

You are **requested to kindly adhere to the schedule** as the teachers shall not be available thereafter.

With regards

Ms. Richa Sharma

Principal



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)

CBSE/COORD/2025-2026/

September 18, 2025

Attention to Parents for Correct Submission of Data & Subjects
(Pertains to Registration of Students (Class-IX/XI) and List of Candidates (Class-X/XII))

Dear Parents,

Greetings from CBSE!

You may be aware that CBSE has started the Registration of Students for Class IX/XI and submission of the List of Candidates (LOC) for the students of Class X/XII. The Board has issued circulars in this regard which are available at link [https://www.cbse.gov.in/cbsenew/documents/Submission Registration Data Class IXXI2526 15092025.pdf](https://www.cbse.gov.in/cbsenew/documents/Submission%20Registration%20Data%20Class%20IXXI2526%2015092025.pdf) & https://www.cbse.gov.in/cbsenew/documents/LOC_2526_27082025.pdf on Boards Website.

The schedule for the Registration of Students (Class IX/XI) and Submission of LOC (Class X/XII) is given below:

Schedule for Submission of LOC (CLASS X/XII)		Schedule for Registration of Students (CLASS IX /XI)	
Without late fee	29.08.2025 (Friday) to 30.09.2025 (Tuesday)	Without late fee	16.09.2025 (Tuesday) to 16.10.2025 (Thursday)
With Late fee	03.10.2025 (Friday) to 11.10.2025 (Saturday)	With Late fee	17.10.2025 (Friday) to 31.10.2025(Thursday)

For the parents whose wards are studying in Class IX & XI or Class X & XII, submission of correct personal details and subjects offered are of utmost importance for the future of your ward and the smooth conduct of examinations. Prioritizing attention at this moment will save your ward from many serious consequences pertaining to passing documents with correct details and correct subjects to ensure the availability of correct subject question papers in the examinations.

It has been observed that during Registration and submission of LOC, parents are submitting incorrect information and once the Registration and LOC process is over and even after the result is declared, they are making requests to the schools and Board to correct the data of the students. Also, the request is made to correct the subject(s) after the submission of the LOC which affects the smooth conduct of examination.

(Signature)

The Board has taken the following decisions to ensure the smooth conduct of examinations and to avoid problems for the examinee:

1. Once the date of Registration and submission of LOC is over, a data verification slip will be above issued to candidates/parents. If there is any type of any correction in candidate's particulars: name /Parent's name /D.O.B or subject correction, the same can be done during the schedule for data verification as given below:-

LOC (CLASS X/XII)	Registration (CLASS IX/XI)
13.10.2025 (Monday) to 27.10.2025 (Monday)	14.11.2025 (Friday) to 28.11.2025 (Friday)

2. In Classes X & XII, no correction will be made thereafter.

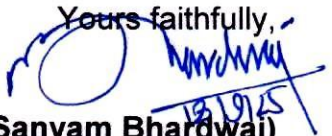
To avoid any problems, the following requests are made to the parents:

1. Be attentive when agreeing to the information for Registration and LOC.
2. The personal data of your ward i.e. Name, Date of Birth, Mother's Name and Father's name should be correctly filled in for Registration and LOC.
3. All names with the expanded form may be filled in and not the short names as in future at many places, documents in extended form are required.
4. The surname must be given in case your ward is planning to go abroad as this is the requirement of several countries.
5. The Date of Birth should be correct in all respects.
6. While submitting data, details given in the passport may also be checked, if a passport has been issued to your ward.
7. Subjects be filled in with due care in the LOC of both Classes X and XII as no change will be accepted after schedule for the same.
8. It is the responsibility of the parents that all data submitted should be correct.
9. The parents are also requested to visit the schools and support them in the timely submission of the Registration and LOC as once the date is over; no date will be extended.

Through this letter, CBSE is approaching the parents to bring it to their notice that correct data submission is the first requirement for the successful conduct of examinations. Your valuable time and attention given for correct data and subject submission will not only help the Board in smooth and fair conduct of examination but save the parents & students also from several problems which they might face in future because of the wrong submission of data and subjects.

It is expected that parents will take the necessary action immediately.

With best wishes,

Yours faithfully,

(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 and direct them to submit requests accordingly :-

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi -110016. commissioner-kvs@gov.in
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309. nvsshww@gmail.com, commissioner.nvs@gov.in
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054 diredu@nic.in
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017 dpi-chd@nic.in
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101 directorhehrdd@gmail.com
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111 dhearunachal@rediffmail.com
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair-744101 nocbseani@gmail.com, neoedn@and.nic.in.
8. The Additional Director General of Army Education, A -Wing, Sena Bhawan, DHQ, PO, New Delhi - 110001 tmls-mod@nic.in
9. The Secretary AWES, Integrated Head quarters of MoD (Army), FDRC Building No.202, Shankar Vihar (Near APS), Delhi Cantt - 110010 coordsection.aweshq@awesindia.edu.in

10. The Secretary Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India. nests-tribal@tribal.gov.in, commissioner.nests@tribal.gov.in
11. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Door darshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha 751005 parag.g@nic.in
12. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066. nesnavy@gmail.com
13. The Director, Directorate of School Education, Government of Puducherry, A" Block, I Floor, Perunthalaivar Kamaraj Centenary Educational Complex, 100 ft Road, Anna Nagar, Puducherry - 605 005. dse-edn@py.gov.in
14. The Principal Director, School Education, Directorate of School Education, Upper Bayavu Hill, Kohima, Nagaland- 797121 dio-khm@nic.in, DirectorateSE@gmail.com, examInfoDose@gmail.com
15. The Director School Education Ladakh, Room NO. 101, 102 Ground Floor, Council Secretariate, Kurbathang, Kargil – Ladakh 194103. dseladakh@gmail.com
16. The, Director, Secondary Education Director of Secondary Education, Govt. of Tripura Shiksha Bhavan, Agartala Tripura 799001 director.sed-tr@gov.in
17. The Director, School Education ESS Sector, Itanagar- 791111 secyedup@gmail.com
18. The Deputy Secretary to Chairperson, for kind information of the Chairperson, CBSE
19. All the Heads of Department of the Board.
20. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the principals of the affiliated schools of the Board in their respective regions.
21. Web Admin with the request to put this Circular on the CBSE Website.
22. Media & Public Relations, CBSE for appropriate disseminating and publicity. cbsemediapr@cbseshiksha.in