

DAV CENTENARY PUBLIC SCHOOL, PASCHIM ENCLAVE, NEW DELHI
CBSE LOC DATA VERIFICATION AND FEE COLLECTION 2025

Circular No.DAVPEMN/2025-26/16

September 06, 2025

Dear Parents,

Please be informed that CBSE LOC work is in process for students of Classes X and XII. Here are some very important points for parents to note, regarding CBSE LOC Work, which are provided by CBSE as per Circular No. CBSE/LOC/X-XII/2025-2026/ released by CBSE. All the parents are requested to note the following points carefully:

- It is of immense importance to submit correct data of students in CBSE LOC, as no change will be permitted once LOC is submitted.
- **Students' name, Mother's name, Father's name, their spellings all should be checked carefully. If any discrepancy, parents must visit school reception immediately for reporting the same.**
- Subjects mentioned should be checked carefully as student will be allowed to appear in Board Examination only in those subjects, as mentioned in LOC.
- Subjects once submitted in LOC will not be corrected. Students may decide to appear in the subject filled in LOC in Board Examination or not. However, CBSE will declare results as per examination bye-laws of the Board. **Subjects will only be changed in Supplementary (Compartment) Examination.**
- Since no window for correction will be provided by CBSE, also no extension of date of submission of LOC will be made, it is requested to parents to cooperate with the school for submission of verified LOC Slips, payment of examination fee and for visiting school on stipulated dates for final verification of data.

Thus, parents are requested to do the following as per specified information received from Class Teachers:

1. **Carefully check the data, subjects, photograph and other details of student as mentioned in CBSE LOC Slip as per schedule of visit of parents to school, as shared in this circular further.**
2. **Ensure to send Basic/Standard Mathematics consent note (in case of Class X), if not yet sent.**
3. **Submit Examination fee through school fee portal, along with school fee till September 2025, latest by September 09, 2025 and send screenshot to concerned class teacher.**

Please note that the amount of Examination Fee has been calculated, and will be uploaded soon, under Miscellaneous head, Examination Fee on school fee portal. Please refer to the following extract of CBSE Circular for amount of examination fee:

Fee Slab	Examination Fee to be remitted per student in INR		
	India	Nepal	Other Countries
	Class X & XII	Class X & XII	Class X & XII
Normal fee	1600/- per candidate for 05 subjects	5500/- per candidate for 05 subjects	11,000/- per candidate for 05 subjects
	320/- per subject per candidate for additional subjects	1100/- per subject per candidate for additional subjects	2200/- per subject per candidate for additional subjects
With Late fee	Late Fee of 2000/- per candidate in addition to the normal fee prescribed above		
Practical Fee	For Class XII only (i). 160/ per practical subject per candidate for schools in India. (ii). 175/ per practical subject per candidate for schools in Nepal. (iii). 375/ per practical subject per candidate for schools in other countries.		

4. Please note the following information related to MIGRATION CERTIFICATE, as shared in CBSE Circular:

Migration Certificate	CBSE will not issue a hard copy of the Migration Certificate as a compulsory practice. As per the need, students can apply online after the result declaration to obtain the same. However, a soft copy of the Migration Certificate will be made available immediately after the result declaration for class XII students.
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5. Both parents along with students to visit to school on specified dates, as mentioned in the schedule below, for final verification of LOC data.

SCHEDULE FOR FINAL VERIFICATION OF LOC DATA BY PARENTS AND STUDENTS

<u>CLASS</u>	<u>DAY & DATE</u>	<u>TIMINGS</u>	<u>VENUES</u>
XII All sections	Wednesday, 10.09.25	12 noon – 1 pm	XII A – Room No. 2 XII B - Room No. 3 XII C – Room No. 4 XII D – Room No. 6 All above rooms on Ground Floor
X A, B, C & X D(Hindi Students)	Thursday, 11.09.25	8.15 am – 9.15 am	X A – Room No. 2 X B - Room No. 3 X C – Room No. 4 X D – Room No. 6 All above rooms on Ground Floor
X D Sanskrit Students	Friday, 12.09.25	12 noon – 1 pm	X D – Room No. 6 (Ground Floor)

- 6. Parents to visit school reception and submit all required documents, as conveyed by official at reception, latest by September 10, 2025, for correction of any part of data, if required.**

Looking forward to positive response and cooperation from parents, as always.

Best wishes and Regards

Sonia Malik

Principal