



# 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/Exam 2023-24/Schedule/2023

Date : 11/08/2023

To

The Principals/Heads  
Schools affiliated to CBSE

**Subject: Schedule of activities related to direct admissions in class X/XII, subject change, LOC, registration, CWSN candidates etc. – reg.**

Madam/Sir,

Conduct of Secondary and Senior Secondary Examinations is the main responsibility of the CBSE. To conduct the examinations successfully, every year, CBSE is issuing several Notifications, Circulars, Guidelines and Standard Operating Procedures as and when required.

CBSE has also brought out a comprehensive document titled as “**Framework and Significant Guidelines in the context of the Secondary and the Senior Secondary Certificate Examinations for the guidance of the schools**”.

This year, an amended schedule is being issued to be strictly followed by the schools so that other activities of the Examintaoins – 2024 could be completed on time.

All Principals are requested to kindly go through this circular minutely and act in such a manner so that list of cnadidates (LOC) is submitted on time and filled correctly.

(Dr. Sanyam Bhardwaj)  
Controller of Examinations

Copy with kind information to:

1. Deputy Secretary to Chairperson CBSE for kind information of the Chairperson.
2. Sr PPS to the Controller of Examinations, CBSE
3. PPS to the Director IT, CBSE
4. The Regional Directors/Officers
5. Web-admin with the request to upload it on the CBSE website



**MONTHWISE SCHEDULE FOR  
ACTIVITIES RELATED TO BOARD EXAMS 2023-24**

**1. DIRECT ADMISSION CASES**

Month	Activity to be performed
Upto 31 <sup>st</sup> August 2023	<p><b>FOR DIRECT ADMISSIONS IN CLASS X/XII</b></p> <p>a) Schools to give admission. b) Schools to compile all cases of direct admissions in Tabular Form (separately for Class X and XII) &amp; send to the concern Regional Office, CBSE c) Schools to receive communication of deficiency for admission cases, if any, from the Regional Office d) Schools to communicate fulfilment of deficiency if any, regarding admission cases to the Regional Office e) Regional Office to communicate the decision.</p>
September, October, November and December 2023	<p><b>FOR DIRECT ADMISSION IN CLASS X/XII</b></p> <p>Cases of Direct Admission in Class X or XII and change of subject on account of direct admission after 15 July 2023 based only on transfer of parent who is a government employee be sent to the concerned Regional Office so as to reach within 7 days of admission</p>

**2. ACTIVITIES RELATED TO CWSN CANDIDATES**

Month	Activity to be performed
Upto 31 <sup>st</sup> August 2023	<p><b>ACTION FOR CWSN STUDENTS</b></p> <p>a) Schools to make list and compile data of CWSN students in Tabular Form b) Complete request to be send to Regional Office c) Schools continue to receive communication of deficiency for CWSN, if any, from the Regional Office. d) Schools continue to communicate fulfilment of deficiency regarding CWSN to the Regional Office e) Schools to receive communication of approval of concessions/exemptions for CWSN from the Regional Office. f) School to communicate approval of the CBSE to CWSN students by 31 August, 2023 g) Schools to submit the details of CWSN candidates in the LOC Portal.</p>



### 3. ACTIVITIES RELATED TO CHANGE OF SUBJECT

Month	Activity to be performed
Upto 31 <sup>st</sup> August 2023	<b>ACTION FOR CHANGE OF SUBJECTS</b>  a) Parent/Candidate has to apply for change of subject(s) to school. b) School to analyse change of subject requests as and when received as per examination Bye-Laws. c) Schools to compile all subject change cases in Tabular Form (separately for Class X and XII) and send to Regional office. d) Schools to receive communication of deficiency for change of subjects, if any, from the Regional Office. e) Schools to communicate fulfilment of deficiency if any, regarding subject change cases to the Regional Office. f) Schools to receive approvals for subject change cases from the Regional Office. g) Schools to submit correct subject name in List of Candidate (LOC).

### 4. ACTIVITIES RELATED TO LOC (LIST OF CANDIDATES)

Month	Activity to be performed
August 2023	<b>LIST OF CANDIDATES FOR CLASS-X AND XII</b>  a) Submission of List of Candidates for class X and XII to start w.e.f. 14 August 2023 b) Schools to continue with submission of List of Candidates for class X and XII.
September 2023	<b>LIST OF CANDIDATES FOR CLASSES X AND XII</b>  a) Submission of List of Candidates for class X and XII to continue upto 13 September 2023 (Wednesday) without late fees. b) Submission of List of Candidates for class X and XII (with late fee) to start from 14 September 2023 (Thursday) up to 22 September 2023 (Friday).



## 5. ACTIVITIES RELATED TO ATTENDANCE SHORTAGE CASES

Month	Activity to be performed
January 2024	<p style="text-align: center;"><b>FOR SHORTAGE OF ATTENDANCE</b></p> <p>a) To consider attendance put in by the student(s) upto 1st of January of the academic session for class X or XII.</p> <p>b) Schools to compile all shortage of attendance cases in Tabular Form (separately for classes X and XII) and to send to the concerned. Regional Office so as to reach by 5th of January of the academic session.</p> <p>c) Schools to receive deficiency, if any, from the Regional Office latest by 15th of January of the academic session.</p> <p>d) Schools will communicate fulfilment of deficiency to the Regional Office by 20th of January of the academic session.</p> <p>e) Schools to receive approvals from CBSE for shortage of attendance cases by 31st of January.</p>

## 6. ACTIVITIES RELATED TO CANDIDATES PARTICIPATING IN SPORTS/OLYMPIADS

Month	Activity to be performed
December 2023	<p style="text-align: center;"><b>ACTION IN CASE OF STUDENTS PARTICIPATING IN SPORTS/OLYMPIADS</b></p> <p>a) Schedule for Requests for Sports /Olympiad participants by 31st December,2023</p> <p>b) Students to give their requests to the school.</p> <p>c) School to request Sports Authority of India/ Homi Bhabha Center for Science Education for their recommendations.</p> <p>d) Schools to send their recommendations alongwith recommendations of Sports Authority of India/ Homi Bhabha Center for Science Education to the Regional Office.</p> <p>e) All the above activities should be completed latest by 31 December 2023.</p> <p>f) No request will be entertained after 31<sup>st</sup> December, 2023.</p> <p>g) There facilities are available only for the Board's main theory examiantions falling during the dates of events of that particular Sport/Olympiad in the participating event and the journey period for the event.</p> <p>h) Kindly refer circular no. HQRS/Coord/Coo0RDR(PUBD)/1/2022/ dated 21.10.2022 for detailed information.</p>
January 2024	<p style="text-align: center;"><b>FOR PARTICIPATION IN SPORTS/OLYMPIADS</b></p> <p>Schools to receive approval from the Regional Office by 15 January 2024 for Sports/Olympiad Participants</p>



## 7. ACTIVITIES RELATED TO WARD OF ARMED FORCES

Month	Activity to be performed
January 2024	<b>ACTION FOR WARDS OF ARMED FORCES AND PARA MILITARY FORCES MARTYRED IN THE LINE OF DUTY</b> Schools to send all such requests to the concerned Regional Office by 31st January of the academic session.

Most of these services being online, all days are considered working and thus, no exemption will be granted in any matter.

