



No. : CBSE/RO (Ajmer)/Exam. Cell/Cir./2025

Dated:07-07-2025

All the heads of Institutions  
Under the jurisdiction of  
CBSE, Regional Officer, Ajmer

Reg: Admission to Class X or Class XII on account of change of school (Direct Admission) for year- 2025-26.

Madam/Sir,

Please refer to CBSE circular COORD/SO(Ptg.)/LOC/2019 dated 05.04.2019 on the subject cited above issued by the Controller of Examination, CBSE, Delhi. You are requested to go through the circular for strict compliance while admitting students directly in Class X / XII due to various reasons e.g. transfer of service of parents, shifting of family, better education, distance & medical ground etc. However some of the important points reiterated below to be followed by schools: -

May please note:-

1. All the documents should be duly attested by the Principal of the admitting school.
2. Report Card of previous class clearly mentioning 'Qualified / Passed' (on having obtained minimum 33% marks in all five main subjects) duly attested by the Principal of school.
3. **School will send all the requests for Class-X and Class-XII in one go as per the format. No second request shall be entertained.**
4. Non-refundable processing fee as mentioned below be remitted through online, the account details are as under :-

NAME OF BENEFICIARY	-	SECRETARY, CBSE AJMER
NAME OF BANK & ADDRESS	-	CANARA BANK, ASHOK MARG AJMER
BANK ACCOUNT NUMBER	-	2134101004060
IFSC	-	CNRB0002134

CATEGORY OF DIRECT ADMISSIONS- S No 1	Rs. 1000/- per student
CATEGORY OF DIRECT ADMISSIONS- S.No 2 to 8	Rs. 5000/- per student

5. Updated OASIS record must be sent duly attested by the Principal.
6. A copy of latest affiliation letter of the school must be enclosed.
7. **All direct admission cases (class-wise) must be sent in PDF format through shiksha ID on email ID [exam10.cbseajmer@cbseshiksha.in](mailto:exam10.cbseajmer@cbseshiksha.in) for Class X and [exam12.cbseajmer@cbseshiksha.in](mailto:exam12.cbseajmer@cbseshiksha.in) for Class XII.**

All schools are directed to read understand and comply the SOPs in toto. School will ensure that all the documents as per requirement are obtained from the student/ parent concerned and provided to the Regional Office. To match the activities of admission with the schedule of submission of List of Candidates following schedule be followed strictly: -

S.No.	Activity	Schedule
1.	Direct admission of students in Class X/XII	Upto 15 <sup>th</sup> July, of the academic session
2.	Schools to compile all such admissions cases in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to Regional Office so as to reach within 07 days of Activity at Sl.No.01 i.e. 21 <sup>st</sup> July, 2025.
3.	Regional Office will also communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. latest by 20 <sup>th</sup> August, 2025
4.	Schools will communicate fulfillment of deficiency to the Regional Office	Within 07 days from the date of receipt of deficiency, if any.
5.	Last date for according approvals by CBSE	Before last date of submission of LOC.
6.	a) In case of direct admissions after 15 <sup>th</sup> July based on transfer of parent who is a government employee. b) In case of direct admission within 07 days of declaration of 1 <sup>st</sup> chance Compartment result by the CBSE.	To be sent to Regional Office so as to reach within 07 days of Admission.

Yours faithfully,

  
(Asif Ali)

Under Secretary



Coord/ROs/Admission-IX-XI/2019

18.07.2019

To,  
Heads of all Institutions  
affiliated to the CBSE

**Sub: Admission to Class IX or Class XI on account of change of school- reg**

Madam/Sir,

Admission in class-IX and Class-XI is a natural phenomena as students of schools affiliated to the Board upto Middle Level are seeking admissions in class-IX and students from Secondary Level Schools are seeking admissions in class-XI in other CBSE affiliated schools. Also students of Senior level schools change school in Class XI due to non availability of desired subjects in the previous school.

It has been observed by the Board that many students also change school while they are studying in Class IX or XI in Secondary and Senior Secondary schools on the grounds of shifting of family, better education, distance between residence and school, medical ground, change of Board etc. Even requests are made at the fag end of the academic session for change of school. Last minute shifting of school does not provide conducive educational environment to students, as they are not well acquainted with new classmates and teachers.

In order to enable students to study in conducive environment, Standard Operating Procedures (SOPs) have been developed which are as under and should be followed:

CATEGORY OF ADMISSIONS		FORMALITIES TO BE FULFILLED BY PARENT(S) / SCHOOL AT THE TIME OF SUBMISSION OF CASES OF ADMISSIONS TO THE SCHOOL/BOARD
01	a. Shifting from Middle Level School to Class-IX b. Shifting from Secondary Level School to Class-XI c. Shifting to Class-XI from one Senior Secondary School to another because of non-availability of subjects	(a) to (c)  Admission will be given by the admitting schools by fulfilling their requirements as per rules and no permission is to be sought from the CBSE. However, all such admissions should fulfill all criteria of the Examination and Affiliation Bye-Laws of the CBSE.

02	<p>Shifting because of transfer of parent(s) from present place of posting to another</p> <p>(Students whose parent(s) are in service)</p>	<p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. * Transfer Certificate of previous school.</p> <p>d. Copy of Transfer Order attested (in blue ink only) by the office where parent(s) of student joined after transfer.</p> <p>e. Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.</p>
03	<p>Shifting because of completion of the service tenure of parent(s)</p> <p>(Students whose parent(s) are/were in service where government accommodation has/had been availed)</p>	<p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. * Transfer Certificate of previous school.</p> <p>d. Copy of Relieving Order issued by the office where parent(s) of student was working.</p> <p>e. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules as proof of Local Residence Address.</p> <p>f. Undertaking of relationship, if student concerned will be residing with his/her relatives from the date of provisional admission in new school.</p> <p>g. Any Identity proof of the relative, issued by Central/State Govt.</p>
04	Shifting of family	<p><b>A. <u>Due to Shifting of Business</u></b></p> <p>a. Request of the parent.</p> <p>a. # Report Card of previous class.</p> <p>b. *Transfer Certificate of previous school.</p> <p>c. Proof of old business address</p> <p>d. Change in current account address in bank record.</p> <p>e. Proof of address change with tax authorities.</p> <p>f. Change in TAN Card with updated new address.</p> <hr/> <p><b>(B) <u>Due to Joining another organisation/ establishment:</u></b></p> <p>a. Request of the parent.</p> <p>b. #Report Card of previous class.</p> <p>c. *Transfer Certificate of previous school.</p> <p>d. A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.</p> <p>e. Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined.</p> <p>f. Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school.</p> <p>g. Any Identity proof of the relative, issued by Central/State Govt.</p>

		<p><b>(C) <u>Due to Purchase of House:</u></b></p> <p>a. Request of the parent.  b. #Report Card of previous class.  c. *Transfer Certificate of previous school.  d. Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.  e. Relevant Documents of Bank/Loan Sanctioning Letter.</p>
		<p><b>(D) <u>Due to Rented House:</u></b></p> <p>a. Request of the parent.  b. #Report Card of previous class.  c. *Transfer Certificate of previous school.  d. Registered Rent Agreement of new rented house.  e. Latest Rent Receipt of new rented House.</p>
05	Shifting to Hostel	<p>a. Request of the parent.  b. #Report Card of previous class.  c. *Transfer Certificate of previous school.  d. Statement/Declaration of the parent(s) on shifting to hostel with evidences.  e. Certificate from the admitting school to the effect that hostel has been existing from ..... years (No. of years)  f. Fee Payment Receipts of hostel issued by school.</p>
06	Shifting from Hostel	<p>a. Request of the parent.  b. #Report Card of previous class.  c. *Transfer Certificate of previous school.  d. Statement/Declaration of the parent(s) on shifting from hostel with evidences.  e. Fee payment receipts of hostel issued by previous school.  f. In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences</p>
07	Re-admission in other school due to Fail in class-IX or Class-XI.	<p>a. Request of the parent.  b. copy of Report Card.  c. *Transfer Certificate of previous school.  d. Reasons to change the school with documentary evidences.</p>
08	Better Education	<p>a. Request of the parent.  b. #Report Card of previous class.  c. *Transfer Certificate of previous school.  d. Following information from both the schools i.e. Admitting and Leaving.</p>

		<ul style="list-style-type: none"> <li>• Result of last five years of Board's Examination</li> <li>• Qualifications &amp; Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).</li> </ul>
09	Long Distance	<ol style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. *Transfer Certificate of previous school.</li> <li>d. Justification to be given by parent of student to change school.</li> </ol>
10	Medical Ground	<ol style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. *Transfer Certificate of previous school.</li> <li>d. Undertaking by parent about the distance (in kms.) of old as well as new school from the residence.</li> <li>e. Medical Certificate of Government Hospital.</li> </ol>
11	Change of Board	<ol style="list-style-type: none"> <li>a. Request of the parent.</li> <li>b. #Report Card of previous class.</li> <li>c. *Transfer Certificate of previous school.</li> <li>d. Following information from both the schools i.e. Admitting and Leaving <ul style="list-style-type: none"> <li>• Result of last five years of Board's Examination</li> <li>• Qualifications &amp; Teaching Experience of Teachers teaching Class-IX/XI (as the case may be).</li> </ul> </li> <li>e. Justification to be given by parent of student to change Board.</li> </ol>

May please note:-

1. All the documents of the previous school should be attested by the Principal of the previous school.
2. #Report Card of previous class clearly mentioning '**Qualified / Passed**' duly attested by the Principal of school.
3. (a) In case Transfer Certificate issued by a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied with (CBSE affiliated schools should not send TC to CBSE for verification/countersignature).
  - (b) If Transfer Certificate issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
4. Schools will send all the requests for Class-IX and Class-XI admissions, in ONE GO in the enclosed format. No second request shall be entertained.
5. Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and be sent along with the request:-

Categories	Admission Schedule	Processing Charges
CATEGORY OF ADMISSIONS- S.No 1	As per schedule intimated by the school	No action at the end of CBSE
CATEGORY OF ADMISSIONS- S.Nos 2 and 3	On the receipt of request by the school as per Examination Bye-Laws	---
CATEGORY OF ADMISSIONS- S.No 4 to 10	i) Upto 31st July of the academic session ii) W.e.f. 1st August upto 30th September of the academic session	Rs.1000/- per student
CATEGORY OF ADMISSIONS - S.No 11	As per schedule intimated by the school	Rs.5000/- per student

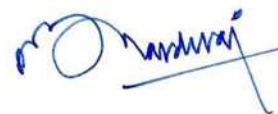
In order to avoid last minute complications including unwanted stress & strains, following schedule be adhered to:-

S.No.	ACTIVITY	SCHEDULE FOR SENDING REQUESTS/ DOCUMENTS TO BOARD'S OFFICE
1.	Admission in Class IX/XI	a) As per school's schedule after completing formalities as given above in table for category 1. b) Upto 30th September of the academic year in categories 4 - 11 by the Schools after completing formalities as given above in table for each category.
2.	Schools to compile all such admission cases at 1(b) above in tabular form (separately for Class IX and XI) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at Sl.No.01(b) above i.e. 7 <sup>th</sup> October of the academic session.
3	Regional Office will communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. latest by 7 <sup>th</sup> November of the academic session.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at Sl.No.03 i.e. 15th November of the academic session.
5	Last date for according approvals by CBSE	15th December of the academic session.

6	In case of admissions in Class-IX/XI under categories 2 and 3	a. Upto 30th September of the academic session schedule as at 2 - 5 to be followed. b. For admissions w.e.f. 1st October of the academic session, to be sent to concerned Regional Office so as to reach within 07 days of Admission.
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All schools are directed to read, understand and comply the SOPs strictly. Schools will ensure that all the documents as per requirement are obtained from the student/parent concerned and provided to the concerned Regional Office, wherever required. Schools will also ensure that no student shall be provided admission who is coming from unaffiliated school.

**Yours faithfully,**



**(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS**



# 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/Direct Admission-X/XII/2025/

28/08/2025

**The Principals/Heads**  
**Schools affiliated to CBSE**  
(Through CBSE website)

**Subject: Strict Adherence to last Date for Direct Admission and Change of Subjects for Classes X & XII**

**Madam/Sir,**

You are aware that it is the responsibility of CBSE, School Management, Principal, School Staff, Parents and students to conduct the Board Examinations in a fair, transparent, and time-bound manner.

In order to ensure the smooth functioning and timely execution of various preparatory processes involved in the conduct of the examinations, it is essential that all affiliated schools and stakeholders strictly adhere to the prescribed timelines and guidelines issued by the Board.

In this context, the following instructions are being issued regarding Direct Admissions in Classes X and XII, and requests for Change of Subject.

## **1. DIRECT ADMISSION**

S.No.	Activity	Schedule
1.	Direct admission of students in Class X/XII by the schools	<b>Up to 31<sup>st</sup> August, 2025</b>
2.	Schools to compile all such admissions cases in Tabular Form (separately for Class X and Class XII) supported with documents as mentioned above.	To be sent to concerned Regional Office through Harkara so as to reach by <b>2<sup>nd</sup> September, 2025</b>
3.	Last date of according approvals by Regional Offices, CBSE	<b>15<sup>th</sup> September, 2025</b>
4.	In case of direct admissions after 31 <sup>st</sup> August based on transfer of parent who is a Government Employee.	To be sent to concerned Regional Office so as to reach within <b>02 days</b> of Admission through Harkara

2



के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर-23, फेज-1, द्वारका, नई दिल्ली-110077

CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077

Phone (off.): 011-24050336-42, Website: www.cbse.gov.in



## **2. SUBJECT CHANGE**

<b>S.No.</b>	<b>Activity</b>	<b>Schedule</b>
1.	Subject Change request of students in Class X/XII by the schools	<b>31<sup>st</sup> August 2025</b>
2.	Schools to compile all such admissions cases in Tabular Form (separately for Class X and Class XII) supported with documents as mentioned above.	To be sent to concerned Regional Office through Harkara so as to reach by <b>2<sup>nd</sup> September, 2025</b>
3.	Last date of according approvals by Regional Offices, CBSE	<b>15<sup>th</sup> September, 2025</b>


All cases will be processed as per Standard Operating Procedures issued by the CBSE.

As you are aware that 04 new Regional Offices have been established by the CBSE and these will also start functioning from 01.09.2025, however, direct admission and subject change cases if any now will be sent to the parent Regional Offices as mentioned in the table given below

<b>New Regional Office</b>	<b>Parent Regional Office</b>
Lucknow	Prayagraj
Gurugram	Panchkula
Ranchi	Patna
Raipur	Bhubaneswar

Beside new Regional Offices, CBSE has also established three Sub-Regional Offices under the Guwahati Regional Office at Agartala, Itanagar and Gangtok. Direct admission and subject change cases of these three Sub Regional Offices for 2025-26 will also be sent to Guwahati Regional Office.

All tasks of follow up of LOC for class X/XII, will accordingly be taken up by the newly functional Regional Offices as per the jurisdiction of the respective Regional Offices of the Board as listed in Annexure-A.

In view of above, it is once again reiterated that no cases of direct admission or subject change case should be entertained by the schools after 31st August 2025. 

Accordingly, Principal/Heads of Institutions are solely responsible for ensuring that all admissions and subject-related changes are completed in accordance with the Board norms and within the stipulated time frame.



(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 the LOC data correctly and timely:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001.
5. The Navy Education Society (NES), Directorate of Naval Education, West Block V, Wing II, Floor II, RK Puram, Sector 1, New Delhi 110066.
6. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar Odhisha-751005.
7. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
8. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
9. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
10. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791111.
12. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
13. The Director, Department of School Education, UT of Ladakh, 2nd Floor, Civil Secretariat, Leh-Ladakh.
14. 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.

15. The Director, Sambhota Tibetan Schools Society, Dharmshala, Himachal Pradesh.
16. The Group Captain Education (Schools) Directorate of Education, West Block-VI, Air HQs (RKP), R.K. Puram, New Delhi-110066.
17. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
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 and ensure that all tasks are completed as per schedule so that LOC can be filled by all schools timely.
21. Web Admin with the request to put this Circular on the CBSE Website.
22. Media & Public Relations, CBSE for appropriate disseminating and publicity.

**ANNEXURE-A**  
**JURISDICTION OF THE REGIONAL OFFICES OF THE BOARD**

SR.NO	REGION NAME	STATES/UT'S/AREAS COVERED
1	AJMER	Gujarat & Rajasthan
2	BHUBANESWAR	Odisha & West Bengal
3	CHANDIGARH	Punjab, UT of Chandigarh, UT of Jammu & Kashmir, UT of Ladakh
4	DELHI EAST	East Delhi, South East Delhi, South Delhi, South West Delhi, New Delhi, North East Delhi Shahdara
5	PUNE	Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli
6	GUWAHATI	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram
7	PANCHKULA	Ambala, Fatehabad, Hisar, Jind, Kaithal, Karnal, Kurukshetra, Panchkula, Sirsa and Yamunanagar and Himachal Pradesh
8	BENGALURU	Karnataka
9	BHOPAL	Madhya Pradesh
10	CHENNAI	Tamil Nadu, Puducherry and Andaman & Nicobar Islands
11	NOIDA	Agra, Aligarh, Amroha, Baghpat, Badaun, Bulandshahar, Etah, Gautam Budh Nagar, Ghaziabad, Hapur, Hathras, Kasganj / Kashi Ram Nagar, Mathura, Meerut and Sambhal
12	PATNA	Bihar
13	PRAYAGRAJ	Ambedkar Nagar, Azamgarh, Ballia, Basti, Bhadohi, Chandauli, Chitrkoot, Deoria, Ghazipur, Gorakhpur, Jaunpur, Kaushambi, Kushi Nagar, Maharajganj, Mau, Mirzapur, Pratapgarh, Prayagraj, Sant Kabir Nagar, Siddharth Nagar, Sonbhadra, Sultanpur, Varanasi
14	TRIVANDRUM	Kerala & Lakshadweep
15	DEHRADUN	Uttarakhand and Districts of Uttar Pradesh - Bareilly, Bijnour, Moradabad, Muzaffarnagar, Rampur, Saharanpur and Shamli
16	VIJAYAWADA	Andhra Pradesh & Telangana
17	DELHI -WEST	West Delhi, North West Delhi, North Delhi, and Central Delhi
18	GURUGRAM	Bhiwani, Charkhi Dadri, Faridabad, Gurugram, Jhajjar, Mahendragarh, Nuh, Panipat, Rewari, Rohtak, Sonapat and Palwal
19	LUCKNOW	Amethi, Auraiya, Ayodhya, Bahraich, Balrampur, Banda, Barabanki, Etawah, Farukhabad, Fatehpur, Firozabad, Gonda, Hamirpur, Hardoi, Jalaun, Jhansi, Kannauj, Kanpur Dehat, Kanpur Nagar, Lakhimpur Kheri, Lalitpur, Lucknow, Mohaba, Mainpuri, Pilibhit, Raebareli, Shahjahanpur, Shraswati, Sitapur, Unnao
20	RAIPUR	Chattisgarh
21	RANCHI	Jharkhand