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: <u>Strict Adherence to last Date for Direct Admission and Change of Subjects for Classes X & XII</u>

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. <u>DIRECT ADMISSION</u>

S.No.	Activity	Schedule
1.	Direct admission of students in Class X/XII by the schools	**Up to 31st August, 2025**
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 **2nd September, 2025**
3.	Last date of according approvals by Regional Offices, CBSE	**15th September, 2025**
4.	In case of direct admissions after 31st August based on transfer of parent who is a Government Employee.	To be sent to concerned Regional Office so as to reach within **02 days** of Admission through Harkara

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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

S.No.	Activity	Schedule
1.	Subject Change request of students in Class X/XII by the schools	**31st August 2025**
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 **2nd September, 2025**
3.	Last date of according approvals by Regional Offices, CBSE	**15th September, 2025**

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

New Regional Office	Parent Regional Office
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.

28/8/25

(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, NewDelhi-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, Mirjapur, 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 , Sonipat and Palwal
19	LUCKNOW	Amethi, Auraiya, Ayodhya, Bahraich, Balrampur, Banda, Barabanki, Etawah, Farukkhabad, 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