

BPS/EC/2024-'25/56

15 September 2024

**Birla Public School, Doha – Qatar**  
**Circular for Grade X & XII**

Dear Parent,

Sub: **CBSE Registration - List of Candidates (LOC) for Board Examination**

This circular is w.r.t the CBSE circular – CBSE/LOC/X-XII/2024-25/7667 dated 4<sup>th</sup> September 2024. Your wards and our students of Grade X and XII will be attempting the CBSE Board examination in the month of March & April 2025.

All the eligible student/candidate data must be registered with CBSE to facilitate the Admit cards and the examination for respective candidate in the respective subjects. The data submitted in the LOC will also be used to generate the official CBSE marksheet and migration certificate.

Hence it is imperative that the LOC data is accurate for each student. As a parent you play an important role and share the responsibility of verifying the accuracy of the student data in the LOC. Submission of incorrect data will have serious consequences.

Soon you will be invited to school to verify the LOC and sign the undertaking as per CBSE guidelines. Date and timing will be shared through the class teacher. We request you to verify the following data carefully:

1. Student particulars – photo, name, date of birth (as per student's passport)
2. Mother and father name (as per student's passport)
3. Subjects applicable with subject code (including 6<sup>th</sup> subject, if applicable)
4. Category for the student
5. Year of examination and Class

Here, we wish to reiterate that submitting incorrect data can have serious impact on the subsequent documents and process of examinations.

**Please read the undertaking before signing the LOC. After verification and signing of LOC, there will be NO CHANGE in the details filled in the LOC.**

We assure you that as a school we are taking utmost precaution to ensure accuracy of LOC data. We urge you to participate in this shared responsibility and support your ward for the Board Examination.

Thanking you for your continued support



**Dr. Anand R. Nair**  
**Principal**