CBSE/Reg/112510/2018/   **1st October, 2018**

To

The Principal / Head
All Schools Affiliated to CBSE

Subject: Registration of *Class IX/XI students for session 2018-19*

Dear Madam/Sir,

Registration for regular students of Class IX/XI has started by CBSE. The link is available on website www.cbse.nic.in. Following actions are desired to be taken for registration of students: -

- All affiliated schools are required to register themselves before proceeding for online registration of their students. Schools must use the 'Affiliation Number' as user ID already available with them.
- Newly affiliated schools should contact the concerned Regional Office of the CBSE for obtaining password after which schools are advised to change the password for future use and keep it confidential to avoid misuse. Keeping password safely shall be the responsibility of the school.
- In the event of any difficulty, concerned Regional Office may be contacted as per jurisdiction/contact details given in the Annexure.

Features of this year's Online Registration system are as under: -

- Schools should enter number of sections and number of students which should be in consonance with the information provided on OASIS. This information should be filled very carefully in OASIS as schools will not be allowed to change the declared section/strength afterwards.

- As per Rule 6.1(a)(iii) of the Examination Bye-Laws, school shall ensure that the student, while seeking admission in a class, satisfies the requirement of age limit (minimum and maximum) as determined by the State/ U.T. Government and applicable to the place where the School is located.

- Aadhaar number field has been provided. The use of Aadhaar for the students will result in accuracy of the students' details.

- The students not in possession of Aadhaar number may enter the Passport number, Ration card number, Bank account number or any other Govt. valid identity.

- In respect of Foreign nationals, Passport Number can be provided. If passport number is not available, Social Security Number/ID Number issued by that Foreign Country may be mentioned.

- For classes IX/XI, schools are advised to offer only those subjects which have been permitted to them by the Board. In case, school sponsors students in subject(s) other than those permitted by the Board, it may lead to action against the school, in addition to cancellation of candidature of such students.

- Board has prescribed scheme of studies which is available in the Curriculum on the link http://cbseacademic.nic.in/curriculum.html on website http://cbseacademic.nic.in/ for Secondary and Senior Secondary classes. Schools are required to offer the subjects in adherence with the Scheme of Studies only.

- In accordance with the Scheme of Studies, Board has prescribed examples of Valid/ Invalid combination of subjects. Schools should check the combination of subjects before filling in the subjects.

- Class IX/XI examinations must be conducted internally by the schools.

- All Independent Schools situated in India must deposit Sports Fee of Rs.10,000/- alongwith registration fee. This fee is collected by the Online system by default. No separate sports fee is required to be sent by the schools situated in India to concerned Regional Office.

- Schools can complete the registration process by individual entry or uploading filled in excel file provided by the online registration system.

- In case of refund of payment, schools should contact the Regional Office concerned.

- Schools are required to send the signed copy of finalized data of registered students of class IX/XI to concerned Regional Office only. Schools are advised not to send it to Central Board of Secondary Education, Preet Vihar, Delhi.

- Instructions for submission of List of Candidates for class X/XII and online form for Private/2nd chance Compartment examination will be issued separately.

- CBSE has remodeled assessment system for class X examination. For details on assessment system for the classes IX and X please refer to **Circular no. Acad-05/2017 dated 31.01.2017**.

- Board is extending several exemptions/concessions to candidates with disabilities as defined in the "THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016". In this context, **NOTIFICATION No. CBSE/Coord/112233/2018 dated 26.09.2018** issued by the Board may please be referred to.

Detailed Procedure, Fee, Registration process, Valid combinations etc. are described in detail in the enclosed Annexures. Schools are advised to go through the detailed procedure before applying.

While uploading data, schools will ensure the following:-

1. Spelling of student, mother's & father's name is correct and as per Admission & Withdrawal Register maintained by the school.
2. Date of Birth is as per Admission & Withdrawal Register maintained by the school.
3. Subject combinations are correct and are as per Scheme of Studies
4. Subject codes are correct (Fill the subject as offered by the school)
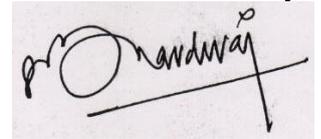
   (i) Selection of Hindi - A , Hindi - B & Urdu etc in Class – IX be done cautiously

   (ii) Selection of Hindi (Core), Hindi (Elective), English (Core), English (Elective), Sanskrit (Core), Sanskrit (Elective), Urdu (Core), Urdu (Elective) etc. in Class XI be done cautiously

Schools must ensure uploading of 100% correct data to avoid future problems of corrections in student's data. Data must be got doubly checked before uploading. Head of the Schools should personally monitor this activity.

For any queries call at CBSE Helpline No. **1800-11-8002** between 9.30 AM- 5.30 PM on all working days.

Yours faithfully,

(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS

Fee for Registration in Class IX/XI

Fee Slab	Registration Fee to be remitted per Student in INR		Schedule for On-line registration of Students
	Schools in India	Schools Abroad	
Without late fee	150/- per student	**For Class-IX** 250/- per student **For Class-XI** 300/- per student	01-10-2018 to 22-10-2018
With Late fee (Slab – I)	150/- + 500/-* = Rs 650/-	**For Class-IX** 250/- + 500/-* =750/- **For Class-XI** 300/- + 500/-* = 800/-	23-10-2018 to 30-10-2018
With Late fee (Slab – II)	150/- + 1000/-* = 1150/-	**For Class-IX** 250/- + 1000/-* = 1250/- **For Class-XI** 300/- + 1000/-* = 1300/-	31.10.2018 to 12.11.2018
With Late fee (Slab – III)	150/- 2000/-* =2150/-	**For Class-IX** 250/- + 2000/-* = 2250/- **For Class-XI** 300/- + 2000/-* = 2300/-	13.11.2018 to 20.11.2018
With Late fee (Slab – IV)	150/- + 5000/- * =5150/-	**For Class-IX** 250/- + 5000/-* = 5250/- **For Class-XI** 300/- + 5000/-* = 5300/-	21.11.2018 to 28.11.2018

*Late fee

- No fee for PWD Candidates.
- Duly signed Registration list should be sent to the concerned RO within 7 days of finalization of data.
- 15 days grace time in place of 7 days for submission of signed Registration list in the concerned RO for schools belonging to remote areas viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep and schools in foreign countries
- All Independent Schools located in India must pay Sports Fee of INR 10000/- per school per year alongwith above registration fee. Online system will automatically add the sports fee with registration fee.

Illustration for Calculating Late Fee:

Fee shall be applicable as per fee schedule. The date on which data is finalized is taken for account for fee calculation i.e. If students' details are entered **before 22.10.2018 (or earlier)** and finalization of data is done by school **on 22.10.2018 (or earlier)** then **NO LATE FEE** shall be applicable. If students' details are entered **before 22.10.2018** and finalization of data is done **on 23.10.2018** then late fee shall be applicable as per slab.

PENALTIES IN CASE CORRECTION IN DATA IS REQUESTED

AFTER FINALIZATION OF DATA

	HEADS OF ACTIVITIES	AMOUNT OF PENALTY (in INR)	REMARKS
a.	Penalty for correction in subject after submitting online LOC	1,000/-	per subject per candidate
b.	Penalty for Correction of Internal Assessment marks submitted Online in Hardcopy	1,000/-	per candidate
c.	Penalty for late submission of hardcopy		
(i)	Upto 15 days after prescribed date of submission	5,000/-	Per school
(ii)	upto 30 days after prescribed date of submission	10,000/-	Per school
(iii)	upto 45 days after prescribed date of submission	15,000/-	Per school
(iv)	upto 60 days after prescribed date of submission	20,000/-	Per school
d.	Approval of direct admission after 31st August of the academic session except on grounds of Transfer of parent(s) or shifting of residence	1,000/-	Per student

SUBJECT COMBINATIONS TO BE SELECTED FOR
CLASS IX (2018-2019) & X (2019-2020)

Class IX and X is an integrated course. Students need to take only those subjects in class IX which they intend to continue in CLASS-X

Scheme of Studies – Secondary School Examination for academic session
Class IX 2018-19 and Class X 2019-2020

Students can offer minimum 5 and more subjects. They need to continue same subjects in class X also. Subjects can be offered as under:

Subjects		Name of Subjects
Compulsory	Subject 1	Language I (Hindi Course A or Hindi Course B or English Language and Literature (Group-L)
	Subject 2	Language II (Any one from the Group of Languages (Group-L) other than Language chosen at Subject 1
	Subject 3	Mathematics
	Subject 4	Science (Group- A1)
	Subject 5	Social Science
Optional	Subject 6	Skill subject* from the group of Skill subjects (Group-S)
	Subject 7	Language III (Group-L) /Any Academic subject (Group-A2) other than opted above
Subjects of Internal Assessment	Subject 8 and 9 Assessment and certification at school level	Art Education Health & Physical Education

Important Instructions:-

(a) If a student fails in any one of the three compulsory academic subjects (i.e. Science, Mathematics and Social Science) and passes the Skill subject (offered as 6th optional subject) then it will be replaced by the Skill subject and result of Class X Board examination will be computed accordingly.

(b) If a student fails in any language subject out of first five subjects, the same will be replaced by language taken as seventh subject (optional) provided he or she has passed seventh language subject and after replacement either Hindi or English remains as passed language in first five subjects.

(c) It is expected that all the students would have studied three languages up to class VIII. Those students who could not clear the third language in class VIII and have been promoted to class IX, shall be examined by the concerned schools at the end of Class IX in the same syllabus and textbooks as are prescribed for class VIII. Those who are still unable to clear the third language at the end of class IX may be given another opportunity in class X. No student shall be eligible to appear at the Secondary School Examination of the Board at the end of class X unless she/he has cleared the third language.

(d) Hindi and English must be two of the three languages to be offered. Hindi and English must have been studied at least up to class VIII.

(e) Hindi or English must be one of the two languages to be studied in class IX and X. Hindi and English can also be offered simultaneously. In Hindi two courses have been provided for class IX and X keeping in view the varying backgrounds of the students and a student may either opt for Hindi A (Code 002) or Hindi B (Code 085).

(f) Students offering additional sixth skill subject may also offer an additional language III/subject as 7th subject.

(g) Computer Application (Code 165) and Information Technology (Code 402) can not be taken together.

(h) For Skill subjects, only those subjects can be offered for which permission has been given by CBSE.

(i) Wherever restriction on number of candidates has been imposed by CBSE, school should not exceed such limit of number of candidates.

(j) For details regarding subjects and scheme of studies please refer to Curriculum available on the website of CBSE.

(k) Board is extending several exemptions/concessions to candidates with disabilities as defined in the "THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016". In this context, **NOTIFICATION No. CBSE/Coord/112233/2018 dated 26.09.2018** issued by the Board, may please be referred to.

(l) Board issues mark sheet indicating marks obtained in each subject separately. No aggregate score/percentage is mentioned by the Board. Candidates who take 6/7 subjects and pass in all 6/7 subjects, the percentage is to be calculated according to the norms of college/institution in which the candidate is seeking admission.

(m) Candidates who have selected 5/6/7 subjects in Class IX and want to change/ add/delete the subject(s) in Class X due to academic reasons/medical reasons, such cases be referred to the concerned Regional Office of CBSE by the respective school before 31st August of that academic year. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school and allowed by the Board. The data uploaded for each candidate should be accurate in all respects.

(n) It has been observed in past that there is a variation between subjects offered by the candidate and the subjects being taught and allowed by the Board. To ensure accuracy of data, the Subject Code and Subject Name must be checked carefully for each candidate.

(o) If there is a violation of scheme of study the data filled through EXCEL file will show error on server after uploading the filled excel file. The error will be rectified only after choosing correct subject combinations.

Subject Code list and Subject Name for academic session
Class IX 2018-19 and Class X 2019-2020

LANGUAGE (GROUP-L)		
CODE	NAME	
002	HINDI COURSE-A	ANY
085	HINDI COURSE-B	ONE
184	ENGLISH LANG & LIT.	
003	URDU COURSE-A	ANY
303	URDU COURSE-B	ONE
004	PUNJABI	
005	BENGALI	
006	TAMIL	
007	TELUGU	
008	SINDHI	
009	MARATHI	
010	GUJARATI	
011	MANIPURI	
012	MALAYALAM	
013	ODIA	
014	ASSAMESE	
015	KANNADA	
016	ARABIC	
017	TIBETAN	
018	FRENCH	
020	GERMAN	
021	RUSSIAN	
023	PERSIAN	
024	NEPALI	
025	LIMBOO	
026	LEPCHA	
089	TELUGU TELANGANA	
092	BODO	
093	TANGKHUL	
094	JAPANESE	
095	BHUTIA	
096	SPANISH	
097	KASHMIRI	
098	MIZO	
099	BAHASA MELAYU	
122	SANSKRIT	
131	RAI	
132	GURUNG	
133	TAMANG	
134	SHERPA	
136	THAI	

COMPULSORY ACADEMIC SUBJECTS (GROUP-A1)		
CODE	NAME	
041	MATHEMATICS	
086	SCIENCE	
087	SOCIAL SCIENCE	
OTHER ACADEMIC SUBJECTS (GROUP- A2)		
031	CAR. MUSIC (VOCAL)	
032	CAR. MUSIC MEL. INS.	
033	CAR. MUSIC PER.	ANY
034	HIND. MUSIC (VOCAL)	
035	HIND. MUSIC MEL. INS.	ONE
036	HIND. MUSIC PER. INS.	
049	PAINTING	
064	HOME SCIENCE	
076	NATIONAL CADET CORPS (NCC)	
165	COMPUTER APPLICATIONS	
154	ELEM. OF BUSINESS	
254	ELEM BOOK-K & ACCY	
SKILL SUBJECTS (GROUP-S)		
401	RETAILING	
402	INFORMATION TECHNOLOGY	
403	SECURITY	
404	AUTOMOTIVE	
405	INTRODUCTION TO FINANCIAL MARKETS	
406	INTRODUCTION TO TOURISM	
407	BEAUTY & WELLNESS	
408	AGRICULTURE	
409	FOOD PRODUCTION	
410	FRONT OFFICE OPERATIONS	
411	BANKING & INSURANCE	
412	MARKETING & SALES	
413	HEALTH CARE	
414	APPAREL	
415	MEDIA	
416	MULTI SKILL FOUNDATION COURSE	

SUBJECT COMBINATIONS TO BE SELECTED FOR

CLASS XI (2018-2019) & XII (2019-2020)

Class XI and XII is an integrated course. Students need to take only those subjects in class XI which he/she intends to continue in CLASS-XII

Scheme of Studies – Senior School Certificate Examination for academic session Class XI 2018-19 and Class XII 2019-2020

Students can offer minimum 5 and more subjects. They need to continue same subjects in class XII also. Subjects can be offered as under:

	Subjects	Name of Subjects
Compulsory	Subject 1	Hindi Elective or Hindi Core or English Elective or English Core
	Subject 2	Any one Language from Subject Group- L not opted as Subject 1 **Or** Any one Subject from Academic Electives (Subject Group-A)
	Subject 3, Subject 4 & Subject 5	Any three Subjects from Academic Electives (Subjects Group-A) **Or** Any three Subjects from Skill Group-S **Or** Any three from combination of Group-A & Group-S.
Additional Subject Optional	Subject 6	Any one subject from any subjects group not opted above
Subjects of internal assessment	Subject 7 to 9 (Subjects of internal assessment to be taken by all Regular Candidates)	500 - Work Experience 502 - Health and Physical Education 503- General Studies

Important Instructions:-

(a) Hindi or English must be one of the two languages to be studied in class XI and XII. Hindi and English can also be offered simultaneously. In Hindi and English two courses have been provided for class XI and XII keeping in view the varying backgrounds of the students and a student may either opt for Hindi Elective (Code 002) or Hindi Core (Code 302) and English Elective (Code-001) or English Core (Code -301). However, same language cannot be offered both at Core and Elective levels.

(b) Following combinations cannot be taken together;

    (i)   Physics (Code 042) and Applied Physics (Code 838) cannot be taken together

    (ii)   Chemistry (Code 043) and Applied Chemistry (Code 839) cannot be taken together

    (iii)   Mathematics (Code 041) and Applied Mathematics (Code 840) cannot be taken together

    (iv)   Out of five Computer Science/IT related subjects i.e. Informatics Practice (Code 265) old course, Informatics Practice (Code 065) new course, Computer Science (Code 283) old course, Computer Science (Code 083) new course, Information Technology (Code 802) a candidate can only opt for one subject.

    (v)   Business Studies (Code 054) and Business Administration (Code 833) cannot be taken together.

(c) The first 5 subjects in the chronological order of filling the subjects in online registration system are considered as Main subjects.

(d) For candidates who take 6 subjects (5 main and 1 additional subject) and pass in all 6 subjects, the percentage is to be calculated by the employer/institution/university according to the norms of employer/institution/university in which the candidate will be seeking admission.

(e) **If a student has taken 6 subjects, and if he/she fails in any one of first five subjects, the same will be replaced by the 6ᵗʰ subject provided the candidate satisfies the scheme of studies viz. after replacement either Hindi or English remains one of the main five subjects.**

(f) Candidates who have selected 5/6 subjects in Class XI and want to change/ add/delete the subject(s) in Class XII due to academic reasons/medical reasons, such cases be referred to the concerned Regional Office of CBSE by the respective school before 31ˢᵗ August of that academic year. The schools are expected to ensure the correctness of the subjects offered by the students and the subjects being taught in the school. The data uploaded for each candidate should be accurate in all respects.

(g) Only those subjects can be offered by the school to the students for which approval of CBSE has been taken.

(h) **For details please refer to Curriculum available on the website www.cbse.nic.in**

(i) Board is extending several exemptions/concessions to candidates with disabilities as defined in the "THE RIGHTS OF PERSONS WITH DISABILITIES ACT 2016". In this context, **NOTIFICATION No. CBSE/Coord/112233/2018 dated 26.09.2018** issued by the Board, may please be referred to.

EXAMPLES of SUBJECT COMBINATION FOR CLASS XI/XII (SESSION 2018 - 2020

VALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 041 Mathematics Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 048 Physical Education	**CASE 6** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 041 Mathematics
CASE 2 Sub 1: 301 English Core Sub 2: 048 Physical Education Sub 3: 042 Physics Sub 4: 043 Chemistry Sub 5: 044 Biology	**CASE 7** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 302 Hindi Core
CASE 3 Sub1:301 English Core Sub2: 302 Hindi Core Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 8** Sub1: 301 English Core Sub2: 302 Hindi Core Sub3: 042 Physics Sub4: 043 Chemistry Sub5: 044 Biology
CASE 4 Sub1: 002 Hindi Elective Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 048 Physical Education	**CASE 9** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 041 Mathematics Sub5: 030 Economics
CASE 5 Sub1: 301 English Core Sub3: 041 Mathematics Sub4: 042 Physics Sub5: 043 Chemistry Sub6: 083 Computer Science	**CASE 10** Sub1: 301 English Core Sub2: 055 Accountancy Sub3: 054 Business Studies Sub4: 030 Economics Sub5: 065 Informatics Prac.
INVALID SUBJECT COMBINATIONS	
CASE 1 Sub1: 301 English Core Sub2: 042 Physics Sub3: 043 Chemistry Sub4: 065 Informatics Prac. ⎤ Sub5: 083 Computer Science ⎦ **INVALID**	**CASE 2** Sub 1: 301 English Core Sub 2: 041 Mathematics Sub 3: 042 Physics Sub 4: 049 Painting ⎤ **INVALID** Sub 5: 050 Graphics ⎦
CASE 3 Sub1: 322 Sanskrit Core ⎫ **INVALID** Sub2: 104 Punjabi Sub3: 027 History Sub4: 029 Geography Sub5: 028 Political Science Sub6: 039 Sociology	**CASE 4** 302 : Hindi Core ⎤ 002 : Hindi Elective ⎬ **INVALID** 041 : Maths ⎦ 042 : Physics 043 : Chemistry
CASE 5 302 : Hindi Core 812 : Marketing 816 : Horticulture ⎬ **INVALID** 830 : Design 839 : Applied Chemistry	

* For PWD Candidates, please refer to notification.

Subject Code and Subject Name for Senior School Certificate Examination

for academic session Class XI 2018-19 and Class XII 2019-2020

LANGUAGES (GROUP-L)	
CODE	**NAME**
001	ENGLISH ELECTIVE
301	ENGLISH CORE } Any One
002	HINDI ELECTIVE
302	HINDI CORE } Any One
003	URDU ELECTIVE
303	URDU CORE } Any One
022	SANSKRIT ELECTIVE
322	SANSKRIT CORE } Any One
104	PUNJABI
105	BENGALI
106	TAMIL
107	TELUGU
108	SINDHI
109	MARATHI
110	GUJARATI
111	MANIPURI
112	MALAYALAM
113	ODIA
114	ASSAMESE
115	KANNADA
116	ARABIC
117	TIBETAN
118	FRENCH
120	GERMAN
121	RUSSIAN
123	PERSIAN
124	NEPALI
125	LIMBOO
126	LEPCHA
189	TELUGU TELANGANA
192	BODO
193	TANGKHUL
194	JAPANESE
195	BHUTIA
196	SPANISH
197	KASHMIRI
198	MIZO
199	BAHASA MELAYU

ACADEMIC SUBJECTS (GROUP-A)	
CODE	**NAME**
027	HISTORY
028	POLITICAL SCIENCE
029	GEOGRAPHY
030	ECONOMICS
031	CAR. MUSIC VOCAL
032	CAR. MUSIC MEL INS
033	CAR.PER INS. MRIDANGAM
034	HIND MUSIC.VOCAL } Any One
035	HIND. MUSIC MEL INS.
036	HIND.PER INS.
037	PSYCHOLOGY
039	SOCIOLOGY
041	MATHEMATICS
042	PHYSICS
043	CHEMISTRY
044	BIOLOGY
045	BIOTECHNOLOGY
046	ENGG. GRAPHICS
048	PHYSICAL EDUCATION
049	PAINTING
050	GRAPHICS } Any One
051	SCULPTURE
052	APP/COMMERCIAL ART
054	BUSINESS STUDIES
055	ACCOUNTANCY
056	KATHAK - DANCE
057	BHARATNATYAM - DANCE
058	KUCHIPUDI - DANCE
059	ODISSI – DANCE } Any One
060	MANIPURI – DANCE
061	KATHAKALI - DANCE
064	HOME SCIENCE
265	INFORMATICS PRAC. (OLD)
065	INFORMATICS PRAC. (NEW)) } Any One
283	COMPUTER SCIENCE (OLD
083	COMPUTER SCIENCE (NEW)
066	ENTREPRENEURSHIP
073	KNOWLEDGE TRADITION & PRACTICES OF INDIA
074	LEGAL STUDIES
076	NATIONAL CADET CORPS (NCC)

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SKILL SUBJECTS (GROUP-S)	
CODE	NAME
801	Retail
802	Information Technology
803	Web Application
804	Automotive
805	Financial Markets Management
806	Tourism
807	Beauty & Wellness
808	Agriculture
809	Food Production
810	Front Office Operations
811	Banking
812	Marketing
813	Health Care
814	Insurance
815	X-Ray Technician
816	Horticulture
817	Typography & Computer Application
818	Geospatial Technology
819	Electrical Technology
820	Electronic Technology
821	Media
822	Taxation
823	Cost Accounting
824	Office Procedures & Practices
825	Shorthand (English)
826	Shorthand (Hindi)
827	Air-Conditioning & Refrigeration
828	Medical Diagnostics
829	Textile Design
830	Design
831	Salesmanship
832	Music Production
833	Business Administration
834	Food Nutrition & Dietetics
835	Mass Media Studies
836	Library & Information Science
837	Fashion Studies
838	Applied Physics
839	Applied Chemistry
840	Applied Mathematics

FEE PAYMENT

(a)   CBSE is now accepting fees for all activities only through digital payments mode such as Debit Card / Credit Card / NEFT/ RTGS/ SWIFT (only for international payments).

(b)   Fee paid is automatically updated by the Banks on CBSE server within 24 hours.(except SWIFT payments). Updation of SWIFT payment takes 2-3 days.

(c)   In case of Bank related transaction or non updation of Fee on server the schools should contact the respective Bank through which payment was made. Contact details of Banks is given on website of CBSE.

(d)   Following may be informed to the bank while making communication with Bank:

    (i)   Mode of Payment

    (ii)   Fee Reference No.

    (iii)   Amount deposited

    (iv)   Date of deposit

    (v)   Branch of deposition

    (vi)   Bank reference number (Transaction ID as reflected in Bank account)

    (vii)   Your contact number

FOR ANY QUERY OR HELP CONTACT FOLLOWING DURING OFFICE HOURS

Regional Office	Jurisdiction of Regional Offices	For any technical query regarding Online submission	For any examination related query
Regional Office - Delhi Central Board of Secondary Education, PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092	NCT of Delhi, Foreign Schools	rodlicu@gmail.com Tel:91-11-22236195 91-11-22236180	Tel:91-11-22236195
Regional Office - Chennai Central Board of Secondary Education, Plot No. 1630 A, "J" Block, 16th Main Road Anna Nagar West, Chennai-600040 Tamil Nadu	Andhra Pradesh, Telangana Goa, Karnataka, Maharashtra, Tamil Nadu, Andaman and Nicobar Islands, Daman and Diu, Puducherry	rochennai@cbse.gov.in Tel.91-44-26164608, 91-44-26162264 Fax: 91-44-26162212	rochennai.cbse@ gmail.com Tel.91-44-26164608
Regional Office - Thiruvananthapuram Central Board of Secondary Education, Block-B, 2nd Floor, LIC Divisional Office Campus, Pattom, Thiruvananthapuram – 695004 Kerala	Kerala, Lakshadweep	rotrivandrum.cbse@ nic.in Tel:91-471-2534404 91-471-2534496 Fax:91-471-2534406	examcbse.tvm@gmail.com Tel: 91-471-2987403
Regional Office-Guwahati Central Board of Secondary Education, Shilpogram Road, (Near SankardevKalakshetra), Panjabari, Guwahati-781037, Assam	Assam, Nagaland, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Mizoram	roguwahati.cbse@nic.in Tel: 91-361-2334661 (Direct) EPABX NO.: 91-361-2331995, EXT.- 30 Fax No.: 91-361-2330992	roguwahati.cbse@ nic.in Tel:91-361-2331995
Regional Office-Ajmer Central Board of Secondary Education, Todarmal Marg, Ajmer-305 001 Rajasthan	Gujarat, Madhya Pradesh, Rajasthan, Dadra and Nagar Haveli	roajmer.cbse@nic.in Tel:91-145-2634114 91-11-2634119-(IX/XI Registration Queries) 91-11-2634118 (Class X LOC Queries) 91-11-2634117 (Class XII LOC Queries) Fax: 91-145-2421543	roajmer.cbse@nic.in Tel:91-145-2634114 Fax-91--145-2421543
Regional Office-Panchkula Central Board of Secondary Education, Sector- 5 , Panchkula - 134152 Haryana	Haryana, Himachal Pradesh., J & K, Punjab, U.T. of Chandigarh	ropanchkula.cbse@ nic.in Tel:91-172-2585193 91-172-2583547 91-172-2585577 Fax:91-172-2585163	Tel:91-172-2521503 91-172-2521507
Regional Office-Allahabad Central Board of Secondary Education, 35 B, Civil Lines, M.G. Marg , Allahabad-211 001, Uttar Pradesh	Uttar Pradesh Except Districts of Western Uttar Pradesh	roallahabad.cbse@nic.in DIRECT LINE : 91-532 – 2400434 EPABX LINE : 91-532-2407970-72 WITH EXTN – 116 (COMPUTER CELL) Fax:91-532-2408977	roallahabad.cbse@ nic.in Tel:91-532-2407970-72

Regional Office-Dehradun Central Board of Secondary Education, 99, Kaulagarh Road, Dehradun-248001 Uttarakhand	Uttarakhand and Western Uttar Pradesh i.e. Badaun, Baghpat, Bijnour, Bulandshahr, Gautam Budh Nagar(Noida), Ghaziabad, Hapur, J.P.Nagar/ Amroha, Meerut, Moradabad, Muzaffarnagar, Rampur, Saharanpur, Sambhal and Shamli	roddn.cbse@nic.in Tel: 91-135-2757744, 91-135-2753250 (Extension-205) 91-135-2753251, 91-135-2753248 Mob No. 7579214383-Helpline	Tel:91-135-2757744
Regional Office-Bhubaneswar Central Board of Secondary Education, Plot No. 4, Sailshree Vihar, Chandrshekharpur, Bhubneshwar-751021 Odisha	West Bengal, Odisha, Chhattisgarh	rocbsebbsr@rediffmail. com, robhubaneshwar.cbse@nic.in Tel:91-674-2548426, 91-674-2542312, 91-674-2548212(Extn 129) FAX:-91-674-2547312, Helpline Mobile No.-9853246315	Tel:91-674-2721712
Regional Office-Patna Central Board of Secondary Education, Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, BaileyRoad, Patna-800014,Bihar	Bihar, Jharkhand	ropatna.cbse@nic.in Tel:91-612-2295048, 91-612-2295008, 91-612-2295080	ropatna.cbse@nic.in Ph No. 0612-2295048, Ext. 24 ropatna.cbse@gmail.com
For Skill Education Central Board of Secondary Education, Shiksha Sadan, 17, Rouse Avenue, New Delhi-110002	All Regions	directorvoc.cbse@gmail .com Tel:91-11-23216220	directorvoc.cbse@gmail .com Tel:91-11-23216220

STEPS IN ONLINE REGISTRATION CLASS IX/XI

1. During the process of Registration school will be required to update the following :-

   (a) Schools have to enter number of sections and number of students which should be in consonance with the information provided on OASIS. This information should be filled very carefully in OASIS as schools will not be allowed to change the declared section/strength afterwards.

   (b) School Details:

   Any correction in School details such as Principal Name, Phone Number, Experience, School website, valid Email address for future communications, Name of person(s) along with designation, authorized to submit students' details online should be updated.

2. Method of Uploading individual entry and uploading Excel file in lot:

   (a) Schools having few students in class IX/XI can enter the details directly on the website by individual entry.

   (b) For bulk entry schools can optionally download the excel fileby clicking the option 'Download Excel File'. Following may be kept in mind while filling data in excel file:-

   - SCHOOLS SHOULD NOT CHANGE THE FORMAT OF EXCEL FILE OTHERWISE THE STUDENTS DATA WILL NOT BE UPLOADED PROPERLY.
   - SCHOOLS CAN UPLOAD THE DATA THROUGH EXCEL FILE ONCE ONLY. SUBSEQUENT ADDITIONS, CORRECTIONS AND DELETIONS, IF ANY, SHALL HAVE TO BE MADE ONLINE ONLY.
   - The mobile number and E-Mail id on which the candidate can be contacted may be given.
   - After complete entries of the data in excel file and thorough checking, the same may be uploaded by clicking 'Upload Excel File' option. Don't FINALISE the data immediately till you Prepare a Check list and do necessary corrections.
   - The schools should tally and cross check the information submitted carefully and meticulously the details of each student enrolled as per the details available in the Admission and Withdrawal register of the School.
   - Schools are advised to be careful while entering name/Date of birth/other particulars of students.
   - Requests for correction in particulars will be entertained only in accordance with the rules notified vide Notification dated 25.06.2015.
   - The date on which the student's details are finalized shall determine the fee to be paid by the school and shall be generated automatically by the computer.
   - Those having poor connectivity of internet at school are advised to download excel file and make entries in offline mode. Then a text print be taken before uploading. The excel file can be uploaded from a broadband connected computer/cyber café.

3. Check List Printing of Registered Students:

   a. Schools shall take a print of list of students submitted by choosing the option **"Check list".**
   b. The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25".

c. The heading of this List will be **'CHECK LIST OF STUDENTS REGISTERED FOR CLASS…'**

d**.** The details in the list may be compared with the Original Admission and Withdrawal register. Subject Code and Subject Name offered by each student should also be checked.

e. When all corrections including spelling mistakes have been noted down, correction have to be carried out online by choosing option **"Correction->ADD/MODIFY"**.

4. Correction of Registered List of Students:

    This activity has three options ADD/MODIFY, DELETE AND UPLOAD PHOTOGRAPH.

- **ADD**   : Details of any left out students/ new students can be submitted.

- **MODIFY**: Correction in the already submitted details of the student can be updated/ modified/corrected. The Record No. printed against the student's details is typed and the student's details shall be displayed on the screen. Required updation/ correction/ modification can be typed against the particular details.

- **DELETE**: Already submitted details of the student can be removed from the list completely by typing the Record No. printed against the student's detail whose details are to be removed from the list. Student's details shall be displayed on the screen before deletion. Details once deleted can not be recovered and has to be re-entered if needed again by using ADD option.

- **UPLOAD PHOTOGRAPH**: Photograph for each candidate can be uploaded using this option. The size of photograph should be between 4kb to 40kb. The file type must be JPG only.

    Note: Option "Checklist" and Option "Correction" may be repeated any number of times till the list is error-free.

5.   Finalization of Data and Fee Payment:

a.   When all corrections including spelling mistakes in candidate/mother/father name have been carried out and the list is error free, finalization of data should be done.

b.   Finalization of data means no more correction /deletion /modification of data which have been submitted which implying thereby data submitted is final.

c.   Even after finalization of first lot of data (excel file) addition of more students is possible in the next lot (by individual entry online) provided the date of submission of details is within the time schedule the limit of number of students informed is not reached for the new lot fee shall be as per fee schedule for that period.

d.   A school can add students in maximum 5 lots (One lot of Excel uploading & 4 times individual online entries).

e.   After finalization of data, the requisite fee is to be deposited electronically as per available modes of payment. Kindly refer to Fee page.

6.   Printing of Final List of Registration of Students:

a.   Final list cannot be generated unless fee is deposited. Schools shall take printout of Final list of registered students.

b.   The heading of this List will be **'FINAL LIST OF STUDENTS REGISTERED FOR CLASS___'**.

c.   Once Final list is generated, no more addition, deletions or corrections can be made on this data.

d.   The printer settings may be set for A4 size paper with Landscape printing with all side margins set to 0.25"

e.   The Schools shall upload photograph of the students which clearly indicates the name of the student along with the date of taking the photograph (photograph should have been taken on or after 1st April of the academic session). Signature of student should be obtain in the space earmarked for it.

f.   A photocopy of the Final printout with Student's signature should be retained by the School as office copy.

7.   Dispatch of Final list to CBSE Regional Office:-

a. School shall send the following to the Regional Office Concerned:-

(i) Final List duly signed by Principal, as prepared in para above.
(ii) Proof of depositing the fee.

Note: A photocopy of the all documents sent to Board should be retained by the School as office copy.

b. The envelope containing the above should be sent by "SPEED POST" to the Regional officer as per address given in the list. Registration List should not be sent to CBSE, Preet Vihar, Head Office, Delhi.

c. **Since CBSE has adopted cashless electronic payment for various examination activities school should not pay any amount in cash to any functionary of Bank/ Board to process any application.**

d. **School should ensure those candidates sponsored by them are actually attending their school. Sponsoring of fake, non-attending candidate will lead to disaffiliation of the school.**