

Instruction Manual regarding submission of online LoC for X/XII 2016-17

Fee and Schedule:

Class X

Scheme	Category of School			Schedule for On-line Submission (finalization of data)	Date for Receipt of signed Final List in Regional Office**
	Schools in India (ALL INDIA SCHEME)	Government & Aided Schools of Delhi (DELHI SCHEME)	Foreign Schools		
Scheme-1 (School Based)	Rs.500/- per candidate for 5 subjects	Rs.250/- per candidate for 05 subjects	Rs.2500/- per candidate for 05 subjects	Without Late Fee 23rd September, 2016 to 24th October, 2016	Within 07 days of data finalization
	Rs. 100/- For Additional/ Optional Subject per candidate per subject	Rs. 50/- For Additional / Optional Subject per candidate per subject	Rs.500/- For Additional/ Optional Subject per candidate per subject		
Scheme-2 (Board Based)	Rs.750/- per candidate for 05 subjects	Rs.375 /- per candidate for 05 subjects	Rs.5000/- per candidate for 05 subjects		
	Rs.150/- For Additional/ Optional Subject per candidate	Rs. 75/- For Additional /Optional Subject per candidate	Rs.1000/- For Additional/ Optional Subject per candidate		
Migration Certificate	Rs. 250/per candidate				
Last date With Late Fee of Rs. 500/- per candidate (in addition to Fee prescribed)					
Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed)				4 th November–14 th November, 2016	
Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)				15 th November– 24 th November, 2016	
Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed)				25 th November –5 th December, 2016	

Class-XII

	Category of School			Schedule for On-line Submission (finalization of data)	Date for Receipt of signed Final List in Regional Office**
	Schools in India (All India Scheme)	Government & Aided Schools of Delhi (Delhi Scheme)	Foreign schools		
Examination Fee for five subjects	Rs.750/- per candidate	Rs.600/- per candidate	Rs.5000/- per candidate	Without Late Fee 23rd September, 2016 to 24th October, 2016	Within 07 days of data finalization
Fee for Additional Subject	Rs.150/- per subject	Rs.120/- per subject	Rs.1000/- per subject		
Practical Fee	Rs.80/- for each Practical Subject per candidate	Rs.80/- for each Practical Subject per candidate	Rs.200/- for each Practical Subject per candidate		
Migration Certificate	Rs. 250 per candidate				
Last date With Late Fee of Rs.500/- per candidate (in addition to Fee prescribed)				25 th October- 3 rd November, 2016	
Last date With Late Fee of Rs.1000/- per candidate (in addition to Fee prescribed)				4 th November–14 th November, 2016	
Last date With Late Fee of Rs.2000/- per candidate (in addition to Fee prescribed)				15 th November– 24 th November, 2016	

Last date With Late Fee of Rs.5000/- per candidate (in addition to Fee prescribed)	25 th November –5 th December, 2016
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After finalization of data any change will attract penalties as under:-

	Fee for other related activities(Applicable to Foreign, All India and Delhi Schemes)		
a	Penalty for correction in subject after submitting online LOC	Rs. 1000/-	per subject per candidate
b	Penalty for Correction in Hardcopy of CCE data submitted Online	Rs. 1000/-	per candidate
c	Penalty for late submission of hardcopy of LoC/ late submission of Online CCE data/ late submission of hardcopy of CCE data		
(i)	Upto 15 days after prescribed date of submission	Rs. 5000/-	
(ii)	upto 30 days after prescribed date of submission	Rs. 10000/-	
(iii)	upto 45 days after prescribed date of submission	Rs. 15000/-	
(iv)	upto 60 days after prescribed date of submission	Rs. 20000/-	
(v)	Fee for Change of Scheme from Board Based to School based and vice versa after online submission of LOC	Rs. 1000/-	Per student
(vi)	Approval of direct admission after 31 st August of the academic session accept on grounds of Transfer of parent(s) or shifting of residence	Rs. 1000/-	Per student

Visually impaired candidates of all India/Delhi Scheme are exempted from examination fee of Class X/XII.

***15 days grace time in place of 7 days for Postal receipt of hard Copy of Final List of candidates (LOC) will be allowed to the 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 Island, Lakshadweep and schools in foreign countries.*

Illustration for calculating Late Fee:

Fee shall be applicable as per fee schedule i.e. the date on which the data is finalized is taken for account for fee calculation i.e. If students' details are entered **before 15th October** and finalization of data is done **on 15th October (or earlier)** then NO late fee shall be applicable. If students' details are entered **before 15th October** and finalization of data is done **on 16th October** then late fee shall be applicable.

In case of Bank related transaction or non updation of Fee on server you should contact to the respective Bank of which e-challan/NEFT form is printed. Contact details are as under:

Syndicate Bank	HDFC Bank	ICICI Bank
Sh. C.D. Sharma Contact No. 09968309092 br.9092@syndicatebank.co.in	Sh. Saurabh Sharma - 9555711607 - saurabh.sharma1@hdfcbank.com Sh. Achin Lamba - 8595219882 - achin.lamba@hdfcbank.com Sh. Jatin Nagpal - 9999800984 - jatin.nagpal@hdfcbank.com	Sh. Akshay Suryavanshi Cell No – 9821144985 akshay.suryavanshi@icicibank.com Sh. Deepak Sharma Cell No – 8527390622 E-Mail ID - sharm.de@icicibank.com

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

Mode of Payment, Fee Reference No., Amount deposited, Date of deposit, Branch of deposition, Bank reference number (Transaction ID as reflected in Bank account), Your contact number

Fee Payment Mode for Schools located Abroad

Schools can send the Fee through SWIFT to following account within 4 days of finalization of data: Examination / Registration Fee through wire transfer mode.

Name of Beneficiary : SECRETARY CBSE EXAMINATION-REGISTRATION

Beneficiary A/C Num: 50100105255864

Bank Name : HDFC Bank Ltd

Bank Address : Ground Floor,1-2-3,Laxmideep Building,Laxmi Nagar,District Center,Vikas Marg,Delhi-110092,
INDIA.

Swift of Beneficiary: HDFCINBBDEL

IFSC/ RTGS Code of Beneficiary Bank: HDFC000120

In case of SWIFT related transaction or non updation of paid fee on server school should contact HDFC Bank as detailed above.