

ई-गेल / Email : cbose.bharat@gmail.com

वेबसाइट / Website : www.cbose.com

राम्पक रूत्र / Contact : +91-9557361231

फैक्स / Fax :



केन्द्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड

(भारतीय संविधान के अनुच्छेद 19(1)(सी) एवं 19(1)(जी) तथा मानव संसाधन एवं विकास मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संगठन)

पंजी० कार्यालय : चतुर्थ तल, प्राईम प्लाजा, इंदिरा नगर, लखनऊ - 226016

कैंप कार्यालय : सी-91 जे० जे० क्लस्टर पीरागढ़ी कैंप, नई दिल्ली-110056

CENTRAL BOARD OF OPEN SCHOOLING AND EXAMINATION

(An Autonomous organization under Article 19(1)(C) and 19(1)(G) of the Constitution of India and under the Ministry of Human Resource Development, Government of India)

पत्रांक संख्या

Ref. No.: F.No. 378/2021/9368

दिनांक:

Date: 15/10/2020

Circular

To,

All the Heads and Managers of the Schools

Subject: Notification regarding Admission Cycle (January & July), Registration, LOC, APT, Practical, Examination Fee, Admit Card and Annual Examination Schedule – reg.

Madam/Sir,

Conduct of Secondary and Senior Secondary Open Examinations is the primary responsibility of the **Central Board of Open Schooling & Examination (CBOSE)**. For the smooth and timely conduct of examinations every year, the Board issues several Notifications, Circulars, Guidelines and Standard Operating Procedures as and when required. The Board has undertaken a comprehensive academic restructuring in view of increasing learner enrolment, enhanced flexibility in open schooling and the need for timely examination processes across all affiliated schools and learning centres.

CBOSE has also developed a detailed framework outlining academic timelines, admission procedures, internal assessments, APT guidelines and examination-related instructions for the guidance of schools. In continuation of this framework, the Board has finalised an amended schedule which shall be strictly followed by all schools so that the various activities connected with examinations can be completed within the prescribed timelines.

The Board will operate two admission cycles every year—**January Cycle (Block-1) and July Cycle (Block-2)**. Schools must ensure that admissions are completed within these stipulated periods and that all learner documents are verified immediately after admission.

Registration of learners, including cases under late fee, should be completed within the timelines notified by the Board. Subject confirmation must be done with utmost care, as no changes shall be permitted after the submission of LOC.

All Open schools and Affiliated Institutions shall ensure that the List of Candidates (LOC) is submitted on time and is free from errors. LOC for January Cycle shall be submitted during May, while for July Cycle it shall be submitted during November. Open Schools and Affiliated Institutions are reminded that incorrect data, delay or mismatch in entries may adversely affect the examination eligibility of learners and the responsibility for such lapses shall rest with the affiliated institution.

The Academic Performance Task (APT) for each subject, along with Practical Examinations, shall be conducted strictly as per the Board's notified schedule. For January Cycle learners, APT shall commence from September followed by Practical Examinations during September–October. For July Cycle learners, APT shall commence from March followed by Practical Examinations during March–April. Schools must upload APT and practical marks within the prescribed time and maintain proper records for verification.

Examination fee payment for the respective cycles shall be completed within the months allotted for each cycle without fail. Admit cards shall be released approximately fifteen days before the commencement of theory examinations. Annual Theory Examinations for January Cycle learners shall be held during March–April of the following year, while July Cycle learners shall appear during September–October. Results shall be declared thereafter within the notified period.

All Principals and Heads of Institutions are requested to kindly go through this notification carefully and act in such a manner that no activity is delayed and all responsibilities related to admissions, registrations, assessments and examinations are completed correctly and on time. Any deviation from the prescribed schedule may result in inconvenience to learners and disruption of examination processes.

The cooperation of all affiliated schools is essential for ensuring timely and error-free academic operations and safeguarding the educational interests of all learners enrolled under the CBOSE system.

परीक्षा समिति / Examination Committee
केन्द्रीय मुक्त शैक्षणिक प्रणाली शिक्षा एवं परीक्षा बोर्ड
Central Board of Open Schooling & Examination
नई दिल्ली / New Delhi



(Dr. Akash Sharma)
Controller of Examinations

Copy with Kind Information to:

1. All Regional Directors/Regional Officers of CBOSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
2. All Joint Directors/Deputy Directors/Assistant Directors, CBOSE
4. The Assistant Librarian, CBOSE
8. Guard File

**MONTHWISE SCHEDULE FOR
ACTIVITIES RELATED TO BOARD EXAMS
BLOCK-1 (JANUARY CYCLE)**

Block for Online Admission	Dates of Admission	Fee	First Possible Examination	Additional Activities (Mandatory Schedule)
Block-1 (January Cycle)	1st January – 31st March	without late fee	March–April (Next Year)	<ol style="list-style-type: none"> 1. Registration (without late fee): With admission 2. Registration with late fee: 1st–15th April 3. Document Verification & Subject Confirmation: Within 10 days 4. APT Start Date: From 1st September 5. Practical: 15th September – 15th October 6. Examination Fee Payment: 1st–30th November 7. Admit Card Download: 15 days before exam 8. Annual Examination (Theory): March–April 9. Result Declaration: May–June
	1st April – 15th April	Rs. 1360/- late fee		
	16th April – 30th April	Rs. 2520/- late fee		
	1st May – 15th May	Rs. 3910/- late fee		

**MONTHWISE SCHEDULE FOR
ACTIVITIES RELATED TO BOARD EXAMS
BLOCK-2 (JULY CYCLE)**

Block-2 (July Cycle)	1st July – 30th September	without late fee	September–October (Next Year)	<ol style="list-style-type: none"> 1. Registration (without late fee): With admission 2. Registration with late fee: 1st–15th October
-------------------------	---------------------------	------------------	-------------------------------	---

**Block for
Online
Admission**

**Dates of
Admission**

Fee

**First
Possible
Examination**

**Additional Activities (Mandatory
Schedule)**

3. **Document Verification & Subject Confirmation:** Within 10 days

4. **APT Start Date:** From 1st March

5. **Practical:** 15th March – 15th April

6. **Examination Fee Payment:** 1st–31st May

7. **Admit Card Download:** 15 days before exam

8. **Annual Examination (Theory):** September–October

9. **Result Declaration:** November–December

1st October – Rs. 1360/-
15th October late fee

16th October
– 31st
October Rs. 2520/-
late fee

1st
November – Rs. 3910/-
15th late fee
November

LATE FEE CHART

(January & July Admission Cycles)

A. JANUARY ADMISSION CYCLE (BLOCK-1)

Admission Period	Late Fee Applicable	Total Fee Payable	Remarks
1 January – 31 March	No Late Fee	Normal Admission Fee	Regular admission period
1 April – 15 April	₹ 1360/-	Admission Fee + ₹ 1360	First late fee window

Admission Period	Late Fee Applicable	Total Fee Payable	Remarks
16 April – 30 April	₹ 2520/-	Admission Fee + ₹ 2520	Second late fee window
1 May – 15 May	₹ 3910/-	Admission Fee + ₹ 3910	Final late fee window (strict)

B. JULY ADMISSION CYCLE (BLOCK-2)

Admission Period	Late Fee Applicable	Total Fee Payable	Remarks
1 July – 30 September	No Late Fee	Normal Admission Fee	Regular admission period
1 October – 15 October	₹ 1360/-	Admission Fee + ₹ 1360	First late fee window
16 October – 31 October	₹ 2520/-	Admission Fee + ₹ 2520	Second late fee window
1 November – 15 November	₹ 3910/-	Admission Fee + ₹ 3910	Final late fee window (strict)

परीक्षा समिति / Examination Committee
केन्द्रीय मुक्त विद्यालयी शिक्षा एवं परीक्षा बोर्ड
Central Board of Open Schooling & Examination
नई दिल्ली / New Delhi