



HVM CONVENT SR. SEC. SCHOOL

Affiliated to C.B.S.E. New Delhi (Affiliation No. 1630652 School Code 20632)

KARAMSAR COLONY, NEW SUBHASH NAGAR, BASTI JODHEWAL, LUDHIANA, PUNJAB.

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PCIR/050/2025-26

Date: 16.09.2025

Subject: *Reminder for Pending Dues and LOC signing*

Dear Parents

- This is again reminder for those who have not yet cleared their pending school dues of the session 2025-26 and have not turned up for signing the List of Candidate (LOC) for classes X and XII.
- Please note that as per CBSE requirements, the LOC must be verified and signed by the parents to confirm the details of their ward for the upcoming Board Examination.
- So you are requested to visit the school office tomorrow positively to clear the outstanding fees of your ward and sign the LOC to avoid any inconvenience in this regard. The school will not be responsible regarding this after the due date.

We request your prompt action in this matter to ensure a smooth process for your child's Board Examination.

Principal