APPLICATION FOR CORRECTIONS OTHER THAN DATE OF BIRTH IN SCHOOL RECORDS AND QUALIFICATION CERTIFICATES

CORRECTIONS REQUIRED : (Put ✓mark in appropriate columns)

1	NAME OF APPLICANT	☐	7	CASTE	☐
2	NAME IN REGIONAL LANGUAGE	☐	8	CATEGORY OF CASTE	☐
3	NAME OF FATHER	☐	9	RELIGION	☐
4	NAME OF MOTHER	☐	10	SEX	☐
5	IDENTIFICATION MARKS	☐	11	ADDRESS	☐
6	PLACE OF BIRTH	☐	12	NATIONALITY	☐

Educational District : [   ]   **Mobile Phone No.** [   ]

1	Name of Applicant	In English (Capital Letters)	
		In Regional Language	
2	Permanent Address		
3	Address for Communication		
4	Reg. No. & Year of SSLC (Details of all appearances)		
5	Details of corrections required		
6	Name of schools previously attended.		
7	Details of fee remitted (Rs. 30/-)	Chalan No…………………….date………………… Sub/Dist. Treasury ….……………………………….	
8	Whether submitted application for correction of Date of Birth also. If yes, give details.		

DECLARATION

I, …………………………….…………….………………..…… aged …………… son/daughter of

Shri/Smt……………………………………….………….. now residing at …..……………………......

………

………………………………………………... (*full address*) do hereby declare that the details furnished

in the application are true to the best of my knowledge and belief.

Place :   **Name and Signature of Guardian**   **Name and Signature of Applicant**
                         (Only in the case of Minors)
Date :

CERTIFICATE

No. …………………

      Certified that the details furnished by the candidate have been verified with the school records and

found correct. Hence I recommend for the correction of ………………………………………………….

The required documents for correction attached to the application are given below.

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             Office Seal   **Name and Signature of the**
Place :   **Headmaster/Headmistress**

Date :

List of Enclosures :-

(i)……………………………………

(ii)

(iii)

(iv)

(v)

INSTRUCTIONS FOR CORRECTIONS OTHER THAN DATE OF BIRTH

1. Application for all corrections should be routed through the Head of School in which the applicant last studied/is studying

2. The Commissioner for Government Examinations (CGE) shall make the "corrections" only in respect of students who have obtained their Secondary School Leaving Certificate. In all other cases the application should be forwarded to the concerned Educational Officer. (AEO or DEO as the case may be).

3. Corrections shall be made only in accordance with the School Records.

4. The CGE shall not make corrections *in the certificate other than clerical errors*. As per G.O. (MS) 80/84/GAD dtd. 14/03/1984 and G.O. (MS) No. 195/85/GAD dated 24/05/1985, for "changing" the name, caste and religion after obtaining the Secondary School Leaving Certificates, candidate may obtain sanction from the Tahsildar for Gazette Notification and a copy of Gazette Notification is to be attached with the original certificate. No changes in this regard shall be made in the original certificate.

5. The following documents are to be submitted in general for all corrections.

    (i) Original SSLC Book/Card

    (ii) Photocopy of Admission Register attested by HM.

    (iii) Chalan Receipt of Sub/Dist. Treasury for Rs. 30/- (Head of Account 0202-01-102-92 other receipts).

6. For the following corrections, documents noted against each should also be furnished in addition to the above documents.

i.	NAME OF APPLICANT (Clerical error only)	:	Application submitted in Std I at the time of admission.
ii.	NAME OF FATHER ("Given name" will be retained and only surname is allowed to be changed)	:	(a) Original Birth Certificate and three copies attested by a Gazetted Officer. (b) Certificate from the Village officer
iii	NAME OF MOTHER/ PLACE OF BIRTH (Fresh entry allowed)	:	(a) Original Birth Certificate and three copies attested by a Gazetted Officer. (b) Certificate from the Village Officer
iv.	CASTE/ CATEGORY OF CASTE/ (Clerical error only)	:	Caste Certificate of Revenue authorities
v.	ADDRESS (Clerical error and administrative unit change only)	:	Certificate from the Village Officer
vi	NATIONALITY (Clerical error only)	:	(a) Original Birth Certificate and three copies attested by a Gazetted Officer. (b) Nativity Certificate in original

7. Incomplete applications will be rejected.