

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Application for Correction in Name of Student/Father's /Mother's &/Enrolment/ Aadhar No.
 (The applicant has to fill the form in his own handwriting in capital letter)
 (Please go through rules given overleaf carefully)

1.

Student Details according to certificate		Correction that Student wants
Name		
Father's Name		
Mother's Name		
Enrolment No		
Aadhar No.		

2. Name of Board Examination from where student appeared

Examination	Roll No.	Session & Year	Institution Name/ Private/ HOS

3. Reason of error (with full details) _____

Date- _____

Signature of Candidate

Verification/Attestation

4. Student name according to school's admission and withdrawal register of class _____ is _____ Date of Birth _____ Mother's Name _____
 _____ Father's Name _____

Name & Designation of Attesting Authority

Mobile No.: _____

Email ID.- _____

Signature with stamp (Attesting Authority)

5. Original Certificate/ documents attached for correction- _____

6. Anything Special if any _____

7. Fee Amount- _____ Receipt No. And Date- _____

Student Address with capital letter- _____ _____ _____ Pin Code- _____ Mobile- _____ Email ID - _____	Student Address with capital letter- _____ _____ _____ Pin Code _____ Mobile- _____ Email ID - _____
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BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Rule for Correction in Name/Father's Name/Mother's Name

- 1) For the correction in the name of student/ father/ mother, the student is required to apply to the secretary, Board of School Education Haryana through the head of the school concerned in the prescribed format. Concerned school must submit the attested application Form, photocopies along with the original record, i.e. admission withdrawal register, admission form and certificate of the examination passed from any other board and the original certificate of the Board's exam passed earlier at his own risk/responsibility.
- 2) The students having passed the examination from this Board as a private student must apply to the Secretary, Board of School Education Haryana through the head of the school last attended in the prescribe format and the application must be attested by the school.
- 3) The students having passed the examination from the Board as a candidate of open schooling is required to apply in the prescribe format and the application must be attested by the head of recognized institution/Govt. School.
- 4) The prescribed fee will be payable as per the structure designed for all purposes. The fee is non-refundable in any case.
- 5) The original certificate by any other recognized boards OR school leaving certificate (SLC) countersigned by the District Education Officer/ relevant authority shall be acceptable to the Board.
- 6) The original certificate from the boards/ universities situated in foreign countries and recognized by the Government of India will also be acceptable.
- 7) The applicant unable to produce the original certificates , in which correction is required , must submit an affidavit attested by the first class magistrate to this effect.
- 8) Where the name of mother is not available in the school record, the birth/death certificate of mother / ration card / voters ID will be acceptable as a proof, for the students belonging to the persons employed in armed forces, any record of the concerned office/head office will be acceptable as a proof, provided that it is attested by the first class magistrate.
- 9) If the applicant fails to submit the necessary documents within one year of submitting the application, the same will be filed, and if he/she wishes his application to be considered again after the said period, he will have to submit the prescribed fee and application form again.
- 10) The application for the correction in the name of student/father/mother in the certificate issued after the year 2008 will be admissible within four year of the issue of the same (Examination branch within 3 years and after that by certificate branch within 1 year). However, for the correction in the certificates issued before the year 2008, no such limit is applicable.
- 11) Where no such documentary proofs are available, the applications will be considered by the Secretary, Board of School Education Haryana and the decision will be taken as per appropriate evidences.
- 12) Where the pronunciation of the name does not change after the correction and the same is spelled in two separate words, no formal process is required. In such a case, merely the recommendations from the concerned school along with requisite fee will be adequate.
- 13) Where the photo and signature in admit card are lucidly visible, the board will not entertain any application for change in the photo and signature.
- 14) If the student is unable to submit his/her certificate to be corrected, he/she is allowed to submit the duplicate of the same along with the application form.
- 15) For the consistency in the rules, the application for the correction in the certificate will be entertained by the concerned examination branch within three years after the date of issue of the same. However, after three years the application will be entertained by the certificate branch, provided that the relevant school record is not tempered/overwritten /manipulated.

Note : a) The Board will issue the fresh certificate after the appropriate correction cancelling the old one as per rules and regulations.

b) An applicant will have to pay an amount of Rs. 500/- as fee for Duplicate Certificate other than Rs. 300/- per correction for every exam. There will be no need of application for Duplicate Certificate separately. Maximum correction fee for one certificate will be Rs. 1100/-.