

Board of School Education Haryana, Bhiwani

Application Form for Correction in Name of student/Father's Name/Mother's Name/Enrolment No.

(Please go through rules given overleaf carefully)

(Applicant must fill in the form in his own handwriting and duly signed)

- | | | | |
|--|---|--|--|
| Details according to certificate | Correction that Student wants | | |
| 1. a) Name | a) | | |
| b) Father's Name | b) | | |
| c) Mother's Name | c) | | |
| d) Enrolments No..... | d) | | |
| 2. Details of Middle/Matric/Sr. Sec./
Board Exams | Roll No.....Session.....Year..... Vocation | | |
| | Roll No.....Session.....Year..... | | |
| | Roll No.....Session.....Year..... | | |
| 3. Amount | Board's Receipt No.....Date | | |
| 4. Name of Institution from where appeared | in Middle/
Matric/Sr.Sec. Exams appear | | |
| 5. Name of Institutions from where candidate studied in Middle/Matric/Sr. Secondary Exams. | | | |
| Name of Institution | Class of
admission | Date of birth according to
admission date | Name of student/
father/mother
according to
school record |
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |
| 6. Reason of error (with full details) | | | |
| 7. Documents attached for correction | | | |
| a) | b) | | |
| c) | d) | | |
| 8. Anything Special if any | | | |

Date

Signature of applicant

Complete Address.....

Mob.

Verification/Attestation

Name of the student according to school's admission and withdrawal register

Mother's NameFather's Name

Signature

Name of Principal/Headmaster

(Stamp)

Rules for correction in Name/Father's Name/Mother's Name

1. The regular students in whose name/father's name/mother's name there is a mistake on the part of the institute, should send the application form duly filled in all respects with request of correction through the Principal/Head of the school from where he has passed the exam to the secretary Bose.
2. The students who have passed the exam as private candidate, will send their application form through the principal/head of the last attended institute.
3. The private students who have not taken admission in any recognised/government school, will send their application form duly attested by a First Class Magistrate.
4. 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 fees for one certificate will be Rs. 1100/-. For correction in name/father's name/mother's name, a candidate will have to produce the original record of the concerned school i.e. admission-withdrawal register, original admission form, the original certificate of the board exam passed earlier at his own risk/responsibility.
5. The original school leaving certificate from other state affiliated education board, attested by concerned D.E.O. produced by the candidate will be accepted.
6. Correction will be done only on the basis of original certificate from foreign countries which have been recognized by Govt. of India and different Education Boards/Universities.
7. If for some reason the applicant cannot produce his uncorrected certificate, in that case he will have to produce affidavit attested by First Class Magistrate giving reason that he has lost/destroyed his original certificate and later on if he finds it, he will return it to the board office and will not misuse it.
8. In case the name of students mother is not available in school record (as mother's name is not available in old record of the school) mother's name will be considered on the basis of correction in birth-death register/municipal committee/birth certificate issued by cantonment board, ration card, voter card, the different documents issued/released by head office/record office, in case of the children of the armed forces and side by side the candidate/parents will have to produce affidavit in this connection attested by a first class magistrate.
9. If a candidate is not able to produce the related documents for a correction in mistake, his application will be filed in documents. After the completion of one year he will have to deposit form and fee for re-opening of the case.
10. The correction in the name of student/father/mother in the certificate issued by board since 2008 will be done within one year of the issuance of certificate. There is no time limit for the certificate issued before 2008, can be got corrected any time.
11. Other than the above stated conditions if the matter will be of some special case/nature, that will be considered by the Secretary of the board on the basis of pros and cone.

Note:

- (a) Board office will issue corrected duplicate certificate in lieu of the cancellation of the old certificate after correction according to the rules and regulation given above.
- (b) If there is a mistake on the part of board office, it is corrected by concerned branch without any fee within three months of the issuance of the certificate. From a period of three months to three years, Correction will be done by the concerned branch with fee/charges and after three years the above process/rules will be applied with proper charges/fee.
- (c) There is no provision of return of fee in any situation.