

Board of School Education, Bhiwani

Application for Correction in Name of student/Father's Name/Mother's Name/Enrolment No./Aadhar 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) |
| e) Aadhar No. | e) |
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- | | |
|----------------------|------------------------------------|
| 2. Details of Middle | Roll No.....Session.....Year..... |
| Matric/Secondary | Roll No..... Session.....Year..... |
| Sr. Sec. | Roll No.....Session.....Year..... |
| Vocation Board Exams | Roll No.....Session.....Year..... |
| D.Ed./D.El.Ed./HTET | Roll No.....Session.....Year..... |
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3. AmountBoard's Receipt/Demand Draft No.....Date
4. Name of Institution from where appearedin Middle/
Matric/Secondary/Sr.Sec./HTET/D.Ed./D.El.Ed. Exams appear
5. Name of Institutions from where candidate studied in Middle/ Matric/
Secondary/Sr. Secondary/D.Ed./D.El.Ed./Vocational Board Exam.
- | | | | |
|---------------------|--------------------|---|---|
| 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
	Address :

	PIN Code:.....
	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

Mobile No.:

(Stamp)

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

1. The regular student 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, Board of School Education Haryana, Bhiwani.
2. The student 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 student 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 fee 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 District Education Officer 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 Board/University.
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's office and will not misuse it.
8. In case the name of student 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. There is no time limit for the certificate issued before 2008, can be got corrected any time, overwriting /cutting will not be accepted.
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's 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's 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.