

# 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- \_\_\_\_\_

<p>Student Address with capital letter-</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin Code- _____</p> <p>Mobile- _____</p> <p>Email ID - _____</p>	<p>Student Address with capital letter-</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin Code _____</p> <p>Mobile- _____</p> <p>Email ID - _____</p>
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## 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.
- 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.
- 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 duplicate certificate 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.
- 10) The application for correction in Candidate Name/Mother Name/Father Name/Date of Birth duly forwarded by the Head of School on the basis of School Record & Public Documents (Date of Birth Certificate etc.) shall be entertained by the Board of School Education Haryana (BSEH) Only WITHIN SIX YEARS after the date of issue of the certificate. Candidate must submit an affidavit attested by the First Magistrate to this effect. In case where correction is to be done on basis of Public documents, candidate must submit copy of Public Notice and publication in official Gazette. No corrections whatsoever shall be entertained if application submitted after the said of six year. In cases where supporting school record or Public document are not available, application Nam/ Date of Birth will be entertained provided the correction have been admitted by the Court of Law. Note-Following caption will be mentioned on the certificate- Disclaimer Correction Allowed in Candidate Name/MotherName/ Father Name /Date of Birth from \_\_\_\_\_To \_\_\_\_\_on dated \_\_\_\_as per school record/Public Documents\_\_\_\_\_(BSEH cannot be held responsible for the genuineness by the incumbent in support of the request to record correction in the original BSEH certificate.) Correction Allowed in Candidate Name/Mother Name /father Name/Date of Birth from \_\_\_\_\_To \_\_\_\_\_on dated as per Court Order No- \_\_\_\_ Dated \_\_\_\_ If a candidate has passed Middle/Secondary/Sr.Secondary Examination from BSEH Or Any other Equivalent Board, on that basis correction can be done in Secondary, Sr.Secondary, D.EL,Ed., H.T.E.T. Certificate. No time limit is applicable.
- 11) 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.
- 12) 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.
- 13) 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 the issue of

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the same. After three years, the application will be entertained by the certificate branch for next three years, 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. 800/- 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. 1400/-. If an Applicant wants to take Duplicate Certificate by hand after correction, he/she will have to pay Rs. 300/- for each certificate.
  - c) If the error occurs in the process of the Board, the concerned branch will rectify the same of cost within three months after the issue of the certificate. However, the correction will be done after three months, but not later than three years, by that branch after charging the appropriate fee.
  - d) The fee is non-refundable in any case.
- 14) For the addition of surname in candidate name in the issued certificate, the male application must produce Resident Certificate/Caste Certificate issued by first class magistrate for the correction. In addition to that an affidavit submitted by applicant counter signed by first class magistrate should be submitted referring his Surname.
- (A) The female applicant must submit certified copy of Affidavit issue by the first class magistrate referring her Surname. In addition to that she has to submit her father's Resident Certificate Issued by First Class Magistrate which refers Surname Married woman should submit her husband's Resident Certificate/Caste Certificate issued by First Class Magistrate in which Husband's name bears Surname.
- (b) If any certificate issued by the Board Surname already exists with father's name then that Surname already exists with father's name then that Surname will be added to applicant's name.
- (c) Application for correction in Surname must be forwarded from the Head of the last attended Institute.
- (d) If Caste/Resident Certificate is not available then Gazette Notification issued by Haryana Govt. will be accepted.
- 15) The name of the Candidate's Mother/father ADDRESS-FORM (like Mr./Mrs. Etc.) with fee as per rules without any it was also decided to remove the time limit.
- (16) It is clear from the observation of the Transgender Rights Protection Act and Rules/Regulations that the Certificate of Identity issued by the District Magistrate for Identification Should be made available according to FORM 3. 4 and Identity Card FORM 5, 6. However, this document gives the right to change the name, photo, signature and gender of the applicant. The Transgender Persons Protection of Rights Act-2019 and Rules-2020. Apart from this, in the case of gender change also it has been decided to amend/change the details of the applicant accordingly.
- (17) There is a provision for making amendments in the certificates issued before the year 2008 (i.e. till 2007) on the basis of the original records of the school (without any cutting).