# 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- | Student Address with capital letter- |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Pin Code-_____ | Pin Code_____ |
| Mobile-_____ | Mobile-_____ |
| Email ID -_____ | Email ID -_____ |

## Instructions 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 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. To maintain the integrity and authenticity of official records, the applicant is required to carry out uniform corrections across all certificates issued to them by the Board office.
10) Corrections in the candidate's name, father's name, or mother's name will be processed by the concerned Examination Branches on the basis of school records, as per existing practice, for up to three years from the date of issuance of the certificate. For certificates issued prior to this period (beyond three years), correction requests will be considered by the Certificate Branch based on:School records (without any cuttings/erasures/ tampering), OR Any two valid public documents—such as a Birth Certificate, Domicile/Residence Certificate/ Caste Certificate/ Parivar Pehchan Patra (Family ID)/ PAN Card/ Voter ID Card/ Driving License. These must be submitted through the prescribed proforma, duly verified by the head of the institution/school last attended by the applicant, and submitted to the Board office along with the prescribed fee. In cases where neither school records nor public documents are available, the application for a name correction will be considered only if the correction has been decreed/approved by a competent 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 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.
14) For the addition of surname in candidate name in the issued certificate, the male applicant 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.

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) 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/-. Along with a one-time lump-sum penalty amount shall also be payable by the applicant as follows:

| Sr. No. | Time period from the Date of Issue of Original Certificate | Lump-Sum Penalty Fee & Correction Fee |
|---|---|---|
| 1. | More than 03 years and up to 06 years from the date of issue of certificate | Nil + Prescribed correction fee |
| 2. | More than 06 years and up to 09 years from the date of issue of certificate | Rs. 3,000/- + Prescribed correction fee |
| 3. | More than 09 years and up to 12 years from the date of issue of certificate | Rs. 6,000/- + Prescribed correction fee |
| 4. | More than 12 years and up to 15 years from the date of issue of certificate | Rs. 9,000/- + Prescribed correction fee |
| 5. | More than 15 years from the date of issue of certificate | Rs. 10,000/- + Prescribed correction fee |

Note:

1. To obtain any copy of a Re-issued / post-correction Re-issued certificate by hand (Dasti), the candidate will have to pay an additional fee of ₹500/-.
2. If an applicant is currently employed in service/a job and wishes to change their Date of Birth/Name Changed, there certificate will not be amended. Furthermore, if an applicant in not currently employed in service/a job, A First-Class Magistrate will be required to be obtained an affidavit stating that they are not currently employed.
3. In respect of the certificates applied for by the applicant, the penalty amount shall be payable reckoning from the date of issue of the first certificate.

Other terms and conditions shall remain in accordance with the rules/regulations of the Board and the amendments made from time to time pursuant to the Government / Right to Education Act.