



हरियाणा माध्यमिक शिक्षा बोर्ड Haryana Board of Secondary Education

(ISO 9001:2008 Certified)

Registered by MHRD (Department of Secondary Education & Higher Education) New Delhi, Govt. of India

Application for Correction in Name of Student/Father's /Mother's &/Date of Birth
(The applicant has to fill the form in his own handwriting in capital letter)
(Please go through rules given overleaf carefully)

Student Details according to certificate		Correction that Student wants
Name		
Father's Name		
Mother's Name		
Date of Birth		

Reason for Correction (with full details) _____

Date - _____

Signature of Candidate

Student Present Address with capital letter-	Student Permanent Address with capital letter-
_____	_____
_____	_____
_____	_____
City - _____	City - _____
Distt. - _____	Distt. - _____
State - _____	State - _____
Pin Code - _____	Pin Code - _____
Mobile No. _____	Mobile No. _____

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 of the Board through this application Form, photocopies along with the original record, i.e. 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/ open schooling also can apply to the Secretary of this Board.
- 3) The prescribed fee will be payable as per the structure designed for all purposes. The fee is non-refundable in any case.
- 4) 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.
- 5) The original certificate from the boards/ universities situated in foreign countries and recognized by the Government of India will also be acceptable.
- 6) The applicant unable to produce the original certificates, in which correction is required, must submit to this effect.
- 7) 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.
- 8) 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.
- 9) The application for the correction in the name of student/father/mother in the certificate issued within three year of the issue of the same. After three years the Board could not do any correction.
- 10) Where no such documentary proofs are available, the applications will be considered by the Secretary of the Board and the decision will be taken as per appropriate evidences.
- 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 is lucidly visible, the board will not entertain any application for change in the photo and signature.
- 13) 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.

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. 1000/- as fee for Duplicate Certificate other than Rs. 300/- per correction. There will be no need of application for Duplicate Certificate separately. Maximum correction fee for one certificate will be Rs. 1100/-.