



## Performa for Correction Form

1. NAME OF THE CANDIDATE .....
2. NAME OF THE MOTHER .....
3. NAME OF THE FATHER .....
4. Name of the Institute/school from where the Request for Date of Birth is being forwarded .....
5. Initial Class, in which first time admitted in this Institute/school with center code .....
6. Date of Birth as per:
  - (a) Transfer Certificate (No. and Date if Admitted on transfer from 1<sup>st</sup> School (copy duly attested to be attached) .....
  - (b) First admission form in the present school (Copy duly attested to be attached) .....
  - (c) Roll No. & Year in which appeared .....
  - (d) Enrollment No .....

# EXPLANATION ABOUT CORRECTIONS

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## Important Notes:-

1. General observation of the Director/Center Head .....

## Encls:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....

Signature of the Director/Center Head

Name of the Center Head

Rubber Stamp

Exam. School No.

Tele No.

Pin Code

Center Code

The case has been examined in detail. The candidate has furnished the required documents duly attested and it is submitted that the mistake occurred at the level of the center/institute and the center/institute has fixed the responsibility on the erring official or has regretted the mistake. Since the mistake is an official one, the correction in date of birth in respect of Master/Miss..... from ..... to

..... may kindly be allowed. The case has been entered in the date of birth correction register at Sl. No.

Dealing Asstt.

Executive Officer

I have examined the case independently and am satisfied with the documents produced and therefore recommend the case for allowing the correction in DOB as proposed by the office

Off. Suptd.

O.S.D

Case has been examined in the light of rules. The correction produced in order and may be allowed Entry Made in the DOB Register at Sl. No.....

**Desk Officer**

**Joint Secretary**

