

F. / / /

Date:

The Regional Officer
Regional Office
CBSE,

Subject: **Correction in the Candidate's Name / Father's Name / Mother's Name i/o**
_____ Roll No. _____, **AISSE/AISSCE - _____.**

R/Sir,

On the subject cited above I am to forward the application of _____ Roll No. _____, **AISSE/AISSCE - _____** for Correction in his/her Name / his/her Father's Name / his/her Mother's Name.

Correction in the Candidate's Name / Father's Name / Mother's Name
FROM TO

This is for your kind information & necessary action please

Thanking you

Yours faithfully

Principal (Sig & Stamp)

Encl:

1. Application of Candidate
2. Copy of Registration Card Class IX (Sr. No. _____)
3. Copy of Mark sheet Class X Roll No.
4. Copy of Registration Card Class XI (Sr. No. _____)
5. Copy of Admit Card (Class X & XII)
6. Copy of Passing Certificate & Migration Certificate of Class XII
7. Copy of Admission Form
8. Copy of Admission Register
9. Copy of TC issued (Sr. No. _____)

**FORMAT FOR CORRECTION IN NAME OF CANDIDATE/MOTHER/FATHER
TO BE SUBMITTED BY THE PRINCIPAL OF THE SCHOOL**

1. Name of the candidate: _____
2. Name of the mother: _____
3. Name of the Father: _____
4. Name of the school from where the request for name correction is being forwarded:

5. Initial class in which first time admitted in this school: _____ Admn No. _____

6. Name of the school where the candidate was admitted in class: _____

7. Candidate name as given in the:

Admission form in class (copy duly attested to be attached): _____

Father's Name: _____

Transfer Certificate No.: _____ Dated: _____

Roll No. & year in which appeared: _____

8 a. Details and nature of mistake:

Correction in the Candidate's Name / Father's Name / Mother's Name

FROM

TO

b. Cause and stage of the mistake: _____

c. Earlier action undertaken for its correction:

***It was brought to notice by student
after receiving the marksheet &
other documents application submitted
thereon***

- 9 a. What are the reasons for the mistake: _____
- b. Whether at the stage of transference of particulars from the admission & withdrawal register to TC: _____
- c. Whether while sending the list of candidates to be Board: _____
- d. Whether at the stage of checking of nominal rolls supplied by CBSE: _____
10. What steps have been taken to ensure that such mistake(s) is/are not repeated? : Strict checking and verification of details of students to be carried out while uploading the student data.
11. What action has been taken against the erring officials: _____
12. General observations of the Principal: *In the interest of student's career, the case is strongly recommended to make necessary corrections in the CBSE records as asked for.*

Seal

Signature of the Principal
With date

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