



Application form for Correction in Name/Parentage/Date of Birth

Name: _____ F/Name: _____

SSC: Roll No: _____ Registration No: _____ Year: _____

HSSC: Roll No: _____ Registration No: _____ Year: _____

BA/BSC/B.Com/B.Ed: Roll No: _____ Registration No: _____ Year: _____

MA: Roll No: _____ Registration No: _____ Year: _____

Stage of Error Occored _____

Bank Draft No _____ Amount: _____ Dated: _____

Name of Institution/Centre: _____

Correction Required in Name/ Parentage/Date of Birth (tick whichever applicable)

S.No	From	To
1.		
2.		
3.		

Phone/Cell Number of applicant: _____

Signature of Applicant

(To be filled in by the Institution)

Certified that Mr. /Miss _____ S/O, D/o _____

Is/was a bonafide student of this institution

His/her case for correction in Name/Parentage/Date of Birth is submitted with the following documents duly attested by the concerned head of institution:

- Copies of Admission Form and Admission Withdrawal Register (relevant page) pertaining to the stage of occurrence of the said transcribing error
- Original School leaving certificate of the previous institution
- Correction fee**

(i). **Rs. 1500/-** Issuance of DMC (within three years)

(ii)- **Rs. 4500/-** Issuance of DMC (after three years)

Name of Head of Institution _____

Signature & Seal of Head of Affiliated Institution

Following Documents must be attached with this form.

- Fee Challan
- Forms "B"/NIC
- Cutting piece of Newspaper (in cases of correction in Name or F/Name).
- Affidavit
- Attested Copy of Admission/ Withdrawal Register
- Original School Leaving Certificate
- Original Marks Sheet

Complete Address

