FORMAT FOR CORRECTION IN DATE OF BIRTH
TO BE SUBMITTED BY THE PRINCIPAL OF THE SCHOOL

1. विद्यार्थी का नाम :
   NAME OF THE CANDIDATE

2. माता जी का नाम :
   NAME OF THE MOTHER

3. पिता जी का नाम :
   NAME OF THE FATHER

4. उस विद्यालय का नाम जहाँ से जन्म तिथि ठीक करने के लिए अनुरोध अभेदित किया जा रहा है
   Name of the School from where the request for date of birth is being forwarded

5. प्रारंभिक कक्षा, जिसमें पहली बार विद्यालय में प्रवेश लिया
   Initial Class, in which first time admitted in this school

6. उस विद्यालय का नाम
   जहाँ विद्यार्थी ने पहली कक्षा में प्रवेश लिया था
   Name of the school, where the candidate was admitted in Class-I

7. निम्न के अनुसार जन्म तिथि
   Date of Birth as per :

   (क) कक्षा- I में प्रवेश कार्य (प्रतिलिपि
   विभिन्न सावधानिक का संलग्न की जाए)
   Admission Form in Class-I (copy duly attested to be attached.)

   (ख) कक्षा-I में प्रवेश और
   विद्यालय से प्रवेश कार्य (सावधानिक का संलग्न की जाए)
   Admission & Withdrawal Register at the first school in class-I (copy duly attested to be attached.)

   (ग) स्थानांतरण प्राथमिक संग्रह एवं तिथि यदि प्रवेश
   विद्यालय से स्थानांतरण पर प्रवेश दिया गया हो
   (सावधानिक प्रतिलिपि संलग्न की जाए)
   Transfer Certificate (No. and date if admitted on transfer from 1st school (copy duly attested to be attached).)
(d) First Admission form in the present school (copy duly attested to be attached)

(e) Admission and withdraw Register in the present school (copy duly attested to be attached)

(f) Office copy /attested copy of the list of candidate submitted to the Region/Board at the time when the candidate appeared for class X examination. (copy duly attested to be attached)

(g) Roll No. & Year in which appeared

8. (क) अशुद्धि का विवरण :

(a) Details and nature of the mistake

(b) Cause and stage of the mistake

(c) Earlier action undertaken for its correction date and details

9. (क) अशुद्धि के क्या कारण हैं :

(a) What are the reasons for the mistake.

(b) Whether at the stage of transference of particulars to the admission & withdraw Register to Transfer Certificate.

(c) Whether at the stage of transference of particulars from the admission & withdraw Register to Transfer Certificate.

(d) Whether while sending the list of candidates to the Board.
(d) क्या ती. ची. एस. ई. द्वारा भेजी गई नामांकन की जीवंत समय : 

(e) Whether at the stage of checking of nominal rolls supplied by the C.B.S.E.

10. इस प्रकार की छुट्टी की पुनरावृत्ति न हो इसके लिए क्या कदम उठाए गए हैं?

What steps have been taken to ensure that such mistake (s) is/are not repeated?

11. गलती करने वाले कर्मचारी के विरुद्ध क्या कार्रवाई की गई है?

What action has been taken against the erring official?

12. प्राचार्य की सामान्य टिप्पणी :

General observation of the Principal

लेखन : Encls :

प्राचार्य के हस्ताक्षर Signature of the Principal

1. प्राचार्य का नाम : Name of the Principal.

2. रबड़ की मोहर : Rubber stamp

3. परीक्षा की जिम्मेदार स्कूल की संख्या : Exam. School No.

4. दूरभाष संख्या : Tele No.

5. पिन कोड : Pin Code

6.

7.

8.
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 schools/Board and the school/Board 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.

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

Regional Officer, Delhi
(To make speaking order & to attest entry in the register)

The 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. ......................................