



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/RO/PKL/M&M (Correction & Legal)/2025

14-05-2025

To,
All Heads of Schools Affiliated to CBSE
Panchkula, Regional Office

Subject: Streamlining process of Post-Examination Corrections in demographic data - Precautions to be taken while maintaining School Records/submitting List of Candidates for Registration/Classes X and XII LOC for Board Exams and Court Cases being faced due to incorrect data – Reg.

Dear Sir/Ma'am,

Board always gives emphasis on the accuracy of data submitted by schools for Registration of Class IX/XI and LOC of Classes X/XII Board Exams through LOC Notification etc. every year. Data once filled is very crucial for Certification which becomes a career document after Board Examinations.

The demographic data submitted often highlights a significant issue of large-scale errors and corrections in Names or Dates of Birth, requiring substantial human resources, time and even litigation in many cases which leads to huge revenue loss and administrative/logistics burdens on the Board. Hence, Rule position for information and appropriate measure required on Schools' part is reiterated as under:

"The Clause 14.19 from affiliation Bye-Laws state stipulates that 'Records/Documentations' affiliated school is also required to maintain its Records such as, i.e. Admission and Withdrawal Register, Admission Form and Transfer Certificate, Student Attendance Register showing proper marking and recording of attendance of the students as well etc. The Bye-Laws requiring adherence of maintaining **Essential Records** by the school, are stipulated in clause 14.19 (a) which reads as 'Admission and Withdrawal' clause 14.19 (c) 'Records of attendance of all pupils especially attendance of class IX and X, class XI & XII for the purpose of admission to the Board's examination. The entries in these Register shall be properly checked and signed by the Principal or a Teacher nominated by the Principal'. Clause 14.19 (g) 'any other documents required under statutory obligations' and Clause 14.09 (h) stated 'Any other documents specified by the board from time to time'."

1. In view of above Rule Positions Schools are required to exercise extreme care and due diligence at the time of admission and fill LOCs accurately as per CBSE guidelines so that corrections at later stage could be avoided and avoidable errors minimised through following steps.
 - a. While giving admission to any student in any class please obtain all documents such as, School Leaving Certificate, Admission form, Birth Certificates, Aadhar & PAN etc, then confirm the Admission and fill the AWR as per Demographic details immediately after admission.
 - b. **Verify Data Thoroughly:** Schools must cross-check student details (name, date of birth, etc.) against School Record/official documents (e.g. School Leaving Certificate, Admission form, AWR, Birth Certificates, Aadhar & PAN) before submitting the LOC for Board Examination, every year.

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- c. Conduct internal rechecking/reviews of LOC data by experienced staff members to find discrepancies early. Principal/Parents must verify and confirm that all demographic and academic details entered in the Registration/LOC (including name, date of birth, subject details, and parent/guardian information) are correct as per records and timely report discrepancy, if any to the Regional Office.

2. Regional Office is committed to provide, prompt and better services to the schools. But it's being observed that due to avoidable mistakes like dialert/spelling error, interchange of mother's name & Father's name, putting Mr/Mrs before name, not matching Class X Certificate in Class XII Registration/LOC, altering Date of Birth and leaving blank space in AWR etc. committed by many schools in data submission, parents/schools visit Regional office for correction which could be easily avoided with little care in proper maintenance of School Records and submission of data at the time of Registration and LOC submission.

Looking into such huge volume of Correction/Changes in previous years Records, the following information and documents required for such corrections is provided for ready reference and strict compliance by the schools. A copy of this may be displayed in Notice Board of the School for information of Parents:-

- A. Forwarding Letter mentioning the desired correction (from-to) duly signed by the Principal of the School along with following documents duly attested.
- Mandatory Performa duly signed by Principal of School as per enclosed sample proforma.
 - ADMISSION FORM filled by parents during the time of admission.
 - The Portion of ADMISSION WITHDRAWAL REGISTERS which contains the details of the student.
 - School Leaving Certificate (SLC/TC) issued by the previous school.
 - Attested photocopy of the 10th/12th mark sheet as the case may be.
 - Attested copy of the Date of Birth CERTIFICATE.
- B. In case, none of the above record supports the desired correction, then arrange to send the true copy of all following documents duly attested along with above mentioned record in PDF form through HARKARA:-
- Publication regarding Correction/Change in Name in Government Gazette duly attested by the school principal.
 - Two True Copy of Public Documents i.e. Aadhar Card/ Pan Card/Voter Card etc.
 - Newspaper Cutting, Affidavit attested by First Class Magistrate.

It is added for information that Regional Office is constantly monitoring school wise large scale correction cases received resulting in COURT CASES being faced by this office. The compliance and violations of above said instructions is also being monitored. If any school is found negligent, such schools will be warned about the negligence due to which the Board affords precious time and revenue loss on avoidable litigation and hence explanation will be taken. Thereafter, a Report will be sent to Board Headquarters for further necessary action as per the Rules.

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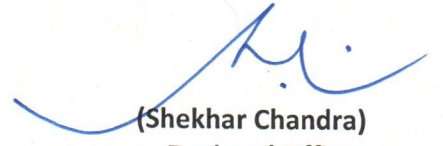
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Therefore, it is expected that all the Heads of the Schools of this Region will ensure compliance of Affiliation and Examination Bye-Laws of the Board along with other instructions, guidelines, advisories etc., as given from time to time, maintain proper School Records and give due attention and importance in providing correct data to the Board.

All correction cases should be sent through HARKARA in PDF format to facilitate prompt response from this office. Incomplete cases sent through e-mail in piecemeal will be summarily rejected.

With Best Wishes,

Yours faithfully,


(Shekhar Chandra)
Regional Officer

Enclosures: -

1. Reference No. RO/CBSE/PKL/PA/2023 dated 01.12.2023 regarding Correction/ Changes in C/N, M/N & F/N.
2. Mandatory Performa.

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Mandatory Performa to be sent by the school along with school records
(Annex-A)

1. Name of the school with Affiliation number.....
2. Name of the candidate with roll no. and passing year.....
3. Required correction/ change sought.....
4. Reason for change / correction.....
5. First date and class of admission in school.
6. What documents were provided at the time of admission (please enclosed attested copy).....
7. Copy of admission form..... copy of T.C, if from other school.....
8. Copy of AWR and LOC (Clear and Attested).....
9. If change in school records, please explain why the same is done and whose on request. Please also
specify whether any prior approval from Board was sought and whether any publication for
changed particular has been made. Please specify reply clearly issue wise.....
10. Comment of school for change.....
11. What future action/ measure have been taken for such mistakes.....
12. Why the case at this belated stage.....
13. Whether parents made aware about the importance of particulars at the time of registration and
filling LOC, give your remarks.....
14. Provide any other documents in your records which show that mistake is not at the part of school.

I..... Principal / Head submit the attested documents and undertake the information given is true and as per records and nothing has been/ hidden/ concealed. I shall be liable for any action as per law for concealment of any information.

Manager

Signature and seal of the school Head



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CENTRAL BOARD OF SECONDARY EDUCATION

No.RO/CBSE/PKL/PA/2023

Dated: 01.12.2023

All the Principal(s)
of School(s) affiliated to CBSE
under Panchkula Region.

Subject: Correction/changes in C/N, M/N & F/N-reg.

Madam/Sir,

This office is in receipt of requests for corrections in M/N, F/N and C/N through various modes i.e. through Post/Email/Harkara and also by hand. The multiple requests received through Harkara/Post/Email and by hand invariably dislocates the office work.

Besides, some of the School(s) are also directing the parents to approach the Hon'ble Court for corrections in M/N, F/N and C/N inspite of the clear instructions issued earlier to the effect that if any of the document i.e. DOB issued prior to passing exam Admission Form/Admission Withdrawal Register/Transfer certificate tallies with the desired correction the attested copies be forwarded to this office alongwith mandatory proforma and covering letter of the School.

In case, School record not tallies with the desired correction i.e. M/N, F/N and C/N still the stakeholders press for correction. You may instruct them to produce gazette notification issued by the appropriate Government, Aadhar Card, Pan Card, Affidavit etc. i.e. Public/Private documents in support of the desired correction.

In view of above, all the Principals of the School(s) are informed that requests received through post/through email/by hand may not be entertained by the office with effect from 1st January, 2024. All requests of correction in C/N, F/N & M/N shall have to be forwarded to this office through Harkara portal only for which the details are given below:

1. Log in to HARKARA with your School credentials.
2. Select the Case(s) to submit.
3. To quickly address discrepancies, if any found during the initial review by the Board
4. Resubmit complete PDFs via HARKARA portal.

Further, the School(s) are not forwarding the complete record which invariably delays the process of correction and ultimately causes a lot of inconvenience to the stakeholders.

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Also, Schools are not responding to the deficiencies/not submitting the compliance against the deficiency on time which is a major factor for delay in disposal of the correction cases.

Therefore, it may be noted that the cases must be accompanied with covering letter, mandatory proforma, attested copy of Admission Form, Admission Withdrawal Register, Transfer Certificate and Birth Certificate. In case, any of these document tallies with desired correction the school to forward such cases for further necessary action. But if no record tallies with the desired correction, then instruct the concerned to produce gazette notification issued by the appropriate Government alongwith Aadhar Card, Pan Card etc. i.e. Public/Private documents in support of the desired correction through Harkara only

The Schools required to submit the compliance against deficiency within 15 days, otherwise, that case may be closed.

Yours Sincerely,



(Vijay Yadav)
Regional Officer

1/11/2023