

**Performa for Date of Birth Correction**

1. NAME OF THE CANDIDATE .....
2. NAME OF THE MOTHER .....
3. NAME OF THE FATHER .....
4. Name of the School/centre from where the  
Request for Date of Birth is being forwarded .....
5. Initial Class, in which first time admitted  
in this school/centre with centre code .....
6. Name of the School, where the  
Candidate was admitted in Class-I .....
7. Date of Birth as per:
  - (a) Admission form in Class-I(Copy duly  
Attested to be attached) .....
  - (b) Admission & Withdrawal Register at  
The first school in class-I(Copy duly  
Attested to be attached) .....
  - (c) Transfer Certificate (No. and Date if  
Admitted on transfer from 1<sup>st</sup> School (copy  
duly attested to be attached) .....
  - (d) First admission form in the present school  
(Copy duly attested to be attached) .....
  - (e) Admission and with drawl 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. (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. (a) What are the reasons for the mistake .....
- (b) Whether at the stage of transference of  
Particulars to the admission & with drawl  
Register to Transfer Certificate .....
- (c) Whether at the stage of transference of  
Particulars from the admission & with drawl  
Register to Transfer Certificate .....
- (d) Whether while sending the list of  
Candidates to the Board .....
- (e) Whether at the stage of checking of nominal  
Rolls supplied by the C.S.E Mohali .....
  
10. What steps have been taken to ensure that  
Such mistake(s) is/are not repeated? .....
  
11. What action has been taken against the erring  
Official? .....

**Important Notes:-**

1. General observation of the Principal/Centre Head .....

**Encls:**

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

**Signature of the Principal/Centre Head**

Name of the Principal  
 Rubber Stamp  
 Exam. School No.  
 Tele No.  
 Pin Code  
 Centre 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 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.

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