



মহাশিক্ষালয়ৰ আৰু সৰ্ব্বম্বলি স্কুলসমূহৰ আৰক্ষণালয়, মণিপুৰ
COUNCIL OF HIGHER SECONDARY EDUCATION,
MANIPUR

APPLICATION FORM FOR CORRECTION OF

1. Documents/Certificate in which the correction is to be made (original to be enclosed)
2. Name of the student in full :
(in block letters)
3. Home Address P.O.
District P.S.
4. Particular(s) for correction. Use only the particular(s) to be corrected:

Incorrect as recorded	To be corrected as
(i) Student's Name	(i)
(ii) Mother's Name	(ii)
(iii) Father's Name	(iii)
(iv) Any Others <i>(correction of – SC/ST/OBC/GEN, Date of Birth, Gender, Roll No. and Passing year for HSLC or equivalent examination and Home Address of the student)</i>	(iv)

5. Details of Examination passed:

Examination	Year	Roll No.	Regd. No. & Year	Institution	Board/Council	Div.	Category (Reg./Casual/ Private)
HSLC or Equivalent							
XI (Arts/Sc./Com./Voc)							
Higher Sec. (Arts/Sc./Com./Voc)							

6. **Reasons for the error:**

- (i) Inadvertent error committed by the candidate in filling up the forms.
- (ii) Error committed by the institution in Form No.04(A) (Board Sheet) of the candidates.

7. Mode of payment: (Cash only to be deposited in Cash counter of the Council)

Amount Receipt No. Date

***To be filled from amongst the choices under Sl. No. 4**

DECLARATION BY THE STUDENT

I, Shri/Km./Smt. do hereby declared that all the information given by me in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any of the information are found to be incorrect/false any action deem fit by the authority may be taken against me.

Date:

Signature of the student

FOR USE BY THE HEAD OF THE INSTITUTION

The information as furnished by the student have been verified as per the available documents and records.

Forwarded and recommended for necessary correction.

Date:

Signature of the head of the Institution
(with seal)

FOR OFFICE USE ONLY

Particulars have been verified and found correct/incorrect.

Date:

Dealing Assistant

LIST OF DOCUMENTS TO BE ENCLOSED

1. Correction fee (i) **Rs.810/-** (Rs.750/-+Rs.60/-) for item Nos. I, II & III and (ii) **Rs.860/-** (Rs.800/-+Rs.60/-) for item Nos. IV of Sl. No.4 above.
2. An affidavit sworn before a 1st Class Magistrate by the student/parents/guardians indicating the reasons for the error committed.
3. A letter from the head of the institution for the error committed by the institution.
4. Admission Card, Marks Sheet and Certificate of H.S.L.C. Examination in originals along with one attested Xerox copy each.
5. Original Admission Card of Class XI, Original Admission Card and Marks Sheet of the Hr. Sec. Examination along with one attested Xerox copy each.
6. For correction under Sl. No.4(iv), Registration Certificate issued by the Council, Domicile and ST/SC/OBC/GEN certificate issued by the concerned authority are to be submitted in addition to above.
7. A Residential Certificate/Legal Wife Certificate issued by the concerned Deputy Commissioner (only for mother's name correction in case such name was not reflected in the certificate of HSLC Examination).

- N.B. 1. All the Xerox copies of the documents are to be attested by the gazetted officer.**
2. The application should be submitted through the concerned head of the Institution.
3. Incomplete application form and without required fees, documents shall not be entertained.
4. For name correction other than spelling mistake, please consult the concerned Dealing Assistant.