



মহাশিক্ষা কাউন্সিল অফ হাইগার সেকেন্ডারী এডুকেশন, মণিপুৰ
COUNCIL OF HIGHER SECONDARY EDUCATION,
MANIPUR

APPLICATION FORM FOR NAME CORRECTION

1. Documents/Certificate in which the name correction is to be made (original is 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 name as recorded		Name to be corrected as	
(i)	Student's Name	(i)	
(ii)	Mother's Name	(ii)	
(iii)	Father's Name	(iii)	
(iv)	Any others	(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

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 corrections.

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. *Name correction fee Rs.*
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.*

- N.B.**
1. *All the Xerox copies of the documents are to be attested by a 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.*
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