

പൊതു വിദ്യാഭ്യാസ
ഡയറക്ടറുടെ കാര്യാലയം
ഹയർസെക്കന്ററി വിഭാഗം
ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്
ശാന്തി നഗർ, തിരുവനന്തപുരം
തീയതി: 08/09/2020

EX.IV/1/9083/DGE/2020

സർക്കുലർ

ഹയർസെക്കന്ററി സർട്ടിഫിക്കറ്റിലെ പരീക്ഷാർത്ഥിയുടെ പേര്, പിതാവിന്റെ പേര് , മാതാവിന്റെ പേര് , ജനന തീയതി എന്നിവയിലെ തിരുത്തലുകൾക്കായി ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിട്ടുള്ള അപേക്ഷാ ഫോം ഉപയോഗിക്കേണ്ടതാണ്. അപേക്ഷയോടൊപ്പമുള്ള നിർദ്ദേശങ്ങൾ കൃത്യമായും പാലിക്കുന്ന അപേക്ഷകൾ മാത്രമേ ശുപാർശ ചെയ്ത് ഡയറക്ടറേറ്റിലേക്ക് അയക്കാവൂ. എല്ലാ പ്രിൻസിപ്പൽമാരും ആയത് കൃത്യമായും പാലിക്കേണ്ടതാണ്.

ഒപ്പ്/-
ജോയിന്റ് ഡയറക്ടർ
(പരീക്ഷാ വിഭാഗം)



GOVERNMENT OF KERALA

BOARD OF HIGHER SECONDARY EXAMINATIONS

APPLICATION FOR CORRECTIONS IN HIGHER SECONDARY CERTIFICATES

(Form should be filled in Block letters in English)

District in which the school is situated Mobile Number:

CORRECTIONS REQUIRED: (Put ✓ mark in appropriate columns)

Table with 4 columns: 1 NAME OF APPLICANT, 2 DATE OF BIRTH, 3 NAME OF FATHER, 4 NAME OF MOTHER. Each column has a checkbox.

Form with 3 rows: 1 Name of Applicant, 2 Address for Communication (With PIN Code), 3 Register No. , Month & Year.

4. Particulars of Fee Remitted

Table with 5 columns: Chalan No, Date, Amount Remitted, Name of Treasury, Head of Account. Head of Account contains "0202-01-102-97[03] other receipts".

5. Details of Corrections Required

Table with 4 columns: Sl. No, Corrections Required in, Existing, To be Corrected as (Attach documentary evidence). Rows include Name, Date of Birth, Fathers Name, Mothers Name.

DECLARATION

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I am fully aware that, in case any false information is detected in future at any stage, my application is liable to be rejected and that it is open to the Department to take appropriate action against me including cancellation of certificate.

Place :
Date :

Name and Signature of Applicant

CERTIFICATE

No.

Certified that the details furnished by the candidate have been verified with the school records and found correct. Hence I recommend for the correction of

.....
.....

The required documents for correction attached to the application are given below.

Date :
Place:

Office Seal

Name and Signature of the Principal

List of Enclosures :-

(i).....

(ii)

(iii)

(iv)

**INSTRUCTIONS FOR CORRECTIONS IN HIGHER SECONDARY
CERTIFICATE**

1. Application for all corrections should be routed through the School Principal in which the applicant last studied. The completed applications shall be duly recommended and submitted directly to the Joint Director (Exam), O/o Director of General Education, Higher Secondary Wing , Housing Board Buildings, Santhinagar, Thiruvananthapuram-1
2. Corrections shall be made only in accordance with the School Records.
3. Fee for issuing new certificate: Rs 40/-, remitted to Treasury Head of Account : 0202-01-102-97(03)Other Receipts.).
4. If a person is authorized by the applicant for collecting the certificate, the person so authorized shall submit photocopy of his ID card.
5. **The following documents are to be submitted in general for all corrections.**
 - (i) **Original Higher Secondary Certificate**
 - (ii) **Attested copy of SSLC**
 - (iii) **Original Chalan Receipt of Sub/Dist. Treasury for Rs. 40/-**
 - (iv) **self-addressed envelope with postage stamp worth Rs.42/- (if the certificate is to be sent by post)**
6. Incomplete applications will be rejected.