

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Secretary,  
Goa Board of Secondary & Higher  
Secondary Education, Alto Betim – Goa

Sub: Request to correct name/Date of Birth on Passing Certificate cum statement of  
Grades of Mast/Miss \_\_\_\_\_

Sir/Madam,

May I bring to your notice that the following discrepancy is found on Passing cum  
statement of Grades of Mast/Miss \_\_\_\_\_, candidate of SSC/HSSC  
/Mar/Jun/Oct \_\_\_\_\_ Exam Reg. No. \_\_\_\_\_, Seat No. \_\_\_\_\_, School  
Index \_\_\_\_\_.

Name of Student	Discrepancy found	Rectification required as per School General Register	General Register No. Where entry found

Please do the needful

Yours truly,

(Head of the Institution)

*Note: 1) This format to be used when no change in General Register of the School has  
been made and the error is due to discrepancy.*

*2) Fees to be paid ` 100/- per candidate*