



GBSHSE/CERT-CELL/2019/

Date:- 23-08-2019.

CIRCULAR NO.:- **37**

To,
The Heads of all recognized Secondary
and Higher Secondary Schools under
the jurisdiction of this Board.

Sub:- Rectification in NAME/D.O.B. of candidate regarding-----

Sir/Madam,

This office receives request from schools for rectification in Name or Date of Birth on the Statement of Marks/Passing Certificate issued by this office. Many a times because of incomplete information this office is unable to process the same, which causes inconvenience.

In the light of above, following guidelines are issued alongwith revised Fee structure for the information of the concerned.

Case I :- Wrong entry of Name or Variation in spelling in Name or Surname/Date of Birth at the time of admission to the School at Primary level.

- Upon receiving request from the student, the Head of the Primary School seeks permission from the concerned Zonal office by producing relevant documents.
- Upon receiving permission, incorporates correct entries in the School General Register by endorsing countersignature and reference number of the letter with date.
- Head of Primary School also forwards a copy of permission letter of the Zonal office to the concerned High school where the candidate has taken admission or was studying earlier for further rectification in the documents of S.S.C by this Office.

Case II :- Wrong entry in School General Register at S.S.C. level

- Upon receiving request from the student for rectification, the Head of School verifies the Leaving Certificate issued by Primary School.
- Head of the Secondary School clarifies to the Board's Office through forwarding letter that suitable corrections in the School General Register are made based on Leaving Certificate issued by Primary School.
- Encloses a copy of attested page of School General Register showing page number and registration number of the candidate and other entries alongwith attested copy of Leaving certificate issued by the Primary school for further processing by this Office.

Case III :- Parents Names are not entered in the School General Register

- Upon receiving request from the student, the Head of the School writes a letter to the concerned Zonal Office with relevant documents seeking permission to incorporate Parents Names in the School General Register.

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- Upon receiving permission, effects changes in the School General Register and endorses countersignature and reference number of the permission letter with date. Forwards the case to Board's Office by enclosing attested copy of permission letter. Stating that as per permission letter changes are effected in the School General Register for further action by the Board.

Case IV:- Wrong information in the application form of SSC/HSSC Examination.

- Upon observing any discrepancy in the Statements of Marks/Passing Certificate, the Head of the School forwards a letter to the Board indicating the correct entries as per School General Register.
- Encloses the copy of page of School General Register showing Page number, registration number of the candidate and other entries duly attested for further processing by this Office.

Case V :- Change in Name of Candidate/Date of Birth/Parent's Name at Secondary School level.

- Upon receiving request for rectification from the student, the Head of the school writes a letter to the concerned Zonal Office with relevant documents seeking permission to change name of the Student/Parents/Date of Birth in the School General Register.
- When permission is obtained, effects changes in the School General Register and endorses countersignature, reference number of the permission letter with date.
- Forwards a letter to the Board's Office stating that required changes are effected in the School General Register as per the Zonal Office permission letter.
- Encloses an attested copy of Zonal Office permission letter for further processing by this Office.
- Head of the Secondary School also forwards a copy of Zonal Office permission letter to the concerned Higher Secondary School, where the candidate has taken admission or was studying earlier for further rectification in the documents of H.S.S.C. level if candidate has continued studies further.

Case VI :- Rectification in Name of the Candidate/Date of Birth/ Parents Name at Higher Secondary School level.

- Upon receiving request from the candidate and copy of permission letter received from the Head of the School concerned, effects the changes on the School General Register.
- Principal forwards a letter to the Board's Office stating that necessary changes are effected in the School General Register based on information received from concerned Headmaster/Headmistress of High School and states correct Name of candidate/Date of Birth/Parents name as per School General Register of Higher Secondary School.
- Encloses an attested copy of the Zonal office permission letter received from the Head of the High School for further processing by this Office.

Prescribed fees

Examination	During 1 st year of issuance	Case within 05 years	Additional fees for each subsequent year thereafter
SSC	Rs. 200/-	Rs. 500/-	Rs. 200/-

Examination	During 1 st year of issuance	Case within 03 years	Additional fees for each subsequent year thereafter
HSSC	Rs. 200/-	Rs. 500/-	Rs. 200/-

Only authorized person on production of the receipt will be handed over corrected Statement of Marks/Certificate after 10 working days by the office of the Board.

The above instructions shall be followed strictly and display this CIRCULAR at a prominent place in your school for information of the concerned.

(Bhagirath G. Shetye)
Secretary

Copy forwarded with compliments to:-

1. All the members of Goa Board of Secondary & Higher Secondary Education, Alto Betim.
2. The Director of Education, Alto Betim.
3. The Director, SCERT, Alto Betim Goa.
4. All Dy. Director of Education, North/South/Central Educational Zone.
5. All Section Heads of this Office.
6. Guard File.