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केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र” 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली -110092

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI -110 092

पत्रांक

CBSE/CP/PS/2015

No.....

OFFICE ORDER

दिनांक 6th Feb., 2015

Date.....

I have observed that issues relating to change of names or surname of students/parents/guardian and change in date of birth are not being handled as per provisions contained in the Manual of Rules and Regulations of CBSE. Guidelines have now been issued vide letter no. JS/Coord/RO/2015/8637-38 dated 10th February 2015 regarding handling of the requests, by the Regional Offices, relating to change in names/date of birth.

2. However, as a matter of due diligence and administrative propriety, I deem it appropriate that all such decisions on the file since 1st October 2014 should be suspended on 'as-is-where-is basis' with immediate effect and appropriately reviewed. The position in respect of cases prior to 1st October 2014 would then be carefully considered and appropriate orders for review etc. (or other suitable alternative) passed in accordance with the CBSE Rules.

3. All such matters need to be handled / processed by the Regional Offices in accordance with the provisions contained under Section II and Section III of Chapter XIII of the Manual of Rules and Regulations for the CBSE, as quoted below:

Section II : Rules for correction in the entries with regard to the dates of birth of candidates in their Application Forms, Qualifying Certificates etc.

Para II (6) : No correction in the date of birth shall be made after one year of the date of issue of the qualifying certificate.

Hitherto, cases of correction in date of birth will be submitted to the Chairman, CBSE as provided under Section II (4) of Chapter XIII and cases will be processed as per proviso made under this Section.

Section III : Rule regarding change in Name or Surname of a candidate.

Applications regarding changes in names or surnames of candidates may be granted, provided the changes have been admitted by the Court of law and notified in the Government Gazette before the publication of the results of the candidates.

These orders may be strictly complied with.

(Dr. Satbir Bedi)

Chairperson

Distribution

1. All Heads of the Departments, CBSE
2. Regional Director, (Ajmer)/All Regional Officers, CBSE