

Board of Intermediate & Secondary Education, Rawalpindi

APPLICATION FORM FOR CORRECTION IN FATHER’S NAME

(PLEASE FILL IN THIS FORM WITH YOUR OWN HAND-WRITING IN CAPITAL LETTERS)

EXAMINATION: 1) SSC (Part-I/II) 2) INTERMEDIATE (Part-I/II) 3) ANY OTHER EXAM:

(S.S.C.) Roll No. Year (Annual/Supplementary)
(Intermediate). Roll No. Year (Annual/Supplementary)

DATE OF BIRTH (in figures) (In words)

CANDIDATE’S NAME AS RECOREDED IN BOARD OFFICE (in English)

FATHER’S NAME (in English)

NAME (in Urdu)

FATHER’S NAME (in Urdu)

FATHER’S NAME AS CLAIMED BY THE APPLICANT

Registration No.

Address

Institution

Name of District (in case of private)

NAME OF PRIMARY OR FIRST SCHOOL WHERE JOINED IN CLASS 1ST

DATE & YEAR

STAGE AT WHICH THE MISTAKE TOOK PLACE

REASON OF MISTAKE

DOCUMENTS ATTACHED IN SUPPORT OF CLAIM

BANK CHALLAN NO. DATED RS.

SIGNATURE OF THE CANDIDATE (in English) (in Urdu)
(Thumb impression)

CERTIFICATE BY HEAD OF INSTITUTION

I (name of Head of Institution) hereby attest that the particulars of above candidate are correct according to the record of the institution/record produced before me.

Headmaster/Headmistress/Principal,
(Stamp)
NIC No.

TO BE FILLED IN BY FINANCE BRANCH

Verified that a fee of Rs. (in words) has been received vide Bank Challan No. Dated and posted vide B.C. Register No. Page Serial No.

Dealing Clerk

Assistant

Superintendent

INSTRUCTIONS FOR CORRECTION IN FATHER'S NAME

1. The application should be sent duly attested by the Head of the Institution concerned from which the applicant has passed the Secondary School Certificate Examination or Intermediate Examination if he has been a regular candidate.
2. By any Head of Institution recognized by the Board if the applicant has passed Secondary School Certificate or Intermediate Examination as a private candidate.
3. No application for correction in Father's name shall be entertained unless the applicant has deposited the required fee as detailed below: -

<i>Period</i>	<i>Fee</i>
Within (2) Two Years	Rs. 1020/-
Within (5) Five Years	Rs. 2020/-
Within (10) Ten Years	Rs. 3020/-
After (10) Ten Years	Rs. 4020/-

4. Fee once paid for correction in Father's Name is not refundable.
5. The application for correction in father name should accompany the applicant's original certificates of Secondary School Certificate Examination or Intermediate Examination as the case may be, which should be retained in the office if the correction in father name is allowed and the same shall be cancelled on issuance of duplicate certificate with requisite correction. In case the request for correction in father's name is not acceded to the certificates shall be returned to the applicant. In case the original certificate of the applicant is lost, the applicant shall submit affidavit attested by a first class Magistrate & Oath Commissioner to the effect that the applicant has lost his original certificate and that he has passed the examination.
6. The application for correction in Father's Name should accompany the original decree issued by a civil judge for correction in Father's Name.
7. Decree from the court.