

Board of Intermediate & Secondary Education, Rawalpindi

APPLICATION FORM FOR CORRECTION IN 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:

(SSC) ROLL NO. YEAR (ANNUAL/SUPPLEMENTARY)
(INTERMEDIATE) ROLL NO. YEAR (ANNUAL/SUPPLEMENTARY)

DATE OF BIRTH (In words) (in figures)

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

FATHER'S NAME (in English)

NAME (in Urdu)

FATHER'S NAME (in Urdu)

NAME AS CLAIMED BY THE APPLICANT

Registration No. (if any)

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

BANK CHALLAN NO. DATED RS.

Signature of the Applicant (in English) (in Urdu) (thumb impression)

CERTIFICATE BY HEAD OF INSTITUTION

I 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 vide B.C. Register No. Page Serial No.

Dealing Clerk

Assistant

Superintendent

INSTRUCTIONS FOR CORRECTION IN NAME

1. The application should be sent through: -

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 the Institution recognized by the Board if the applicant has passed the Secondary School Certificate OR Intermediate Examination as a private candidate.
3. No application for correction in 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 name is not refundable
5. The application for correction in name should accompany the applicant's original certificates of Secondary School Certificate Examination or Intermediate Examination as the case may be, and the same should be retained in the office of the correction in name is allowed which shall be cancelled on issuance of duplicate certificate with the correction. In case the request for correction in 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 an affidavit duly 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.