

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION:
A.P.: HYDERABAD

Dated 08-04-2009.

Re.No. 08/1/09-2

Sub:- SE - correction of certain entries in SSC certificates/School records of the candidates - certain instruction - issued - Reg.

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All the District Educational Officers / Regional Joint Directors of School Educations in the state are informed that on verification of the proposals received from their offices, it is noticed that the Headmasters / Dy. Educational Officers concerned are making corrections and attesting in school records in respect of Candidate's name, Father's name, date of birth of the candidates without orders of the District Educational Officers and Regional Joint Directors of School Educations in respect of the Primary School / Upper Primary and High School respectively.

In this regard, they are informed that as per the orders issued in the G.O.Ms.No. 1263, Education, dated 6-5-61, the school records up-to IX class, except SSC, the District Educational Officers / Regional Joint Directors of School Educations are authorized to issue orders for corrections in the school records. Without the orders of District Educational Officers / Regional Joint Directors of School Education, making corrections in the school records, it would be tantamount to tampering of school records which attracts disciplinary action as per Rules in force.

Therefore, they are requested to issue instructions to all the Headmasters of the schools concerned / Dy. Educational Officers / M.E.Os / Dy. Inspectors of Schools not to make any correction in school records without the orders of District Educational Officer and Regional Joint Directors of School Educations.

Sd/-P. BHANU MURTHY,
For Director of School Education

All the District Educational Officer in the State.

All the Regional Joint Directors of School Educations in the State.

Spare - 2

// c.f.b.o. //

M Venkata
SUPERINTENDENT

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION:
ANDHRA PRADESH::AMARAVATI.**

Present: Sri Vijay Rama Raju V, I.A.S.

Rc.No.ESE02-22/39/2024-TB SEC-CSE, dated: 07/11/2024

Sub	School Education - Delegation of Powers to MEOs / Headmasters Gr-II / DYEOs for making necessary correction in School Records up to 31.03.2025 - Orders - Issued.
Ref:	1) Rc.No. 851/18/09-2 Dated: 08-04-2009 from the Director of School Education, A.P Hyderabad. 2) D.O.Lr.No.1-27/2023-DIGED from the Secretary, Dept. of School Education and Literacy, Ministry of Education, Govt. of India, New Delhi, Dated: 02-09-2024

ORDER:

In partial modification of the orders issued vide reference 1st cited, all the District Educational Officers and Regional Joint Directors of School Education in the state are hereby informed that the existing directions mandate that no corrections in school records be made without prior approval of the District Educational Officers or Regional Joint Directors of School Education.

Further, vide reference 2nd cited, DOSeL, GOI has introduced **Automated Permanent Academic Account Registry (APAAR)** to systematically track students' educational progress and achievements. Under the APAAR initiative, each student will be assigned a unique, lifelong ID, facilitating seamless access to educational resources and enabling the Government's "One Nation-One Student ID" vision. To ensure accurate generation of APAAR IDs, **it is imperative that students' school records are consistent with their AADHAR details.**

On review, it has been observed that numerous students are facing deep inconvenience in reaching the Regional Joint Directors of School Education / District Educational Officers for the purpose effecting essential corrections in their school records.

In consideration of the above and to mitigate the inconvenience faced by students, the orders issued vide Procs. Rc.No. 851/18/09-2 Dated:

08-04-2009 are modified and **the undersigned is pleased to delegate the following powers strictly up to 31.03.2025** to the designated officials for making corrections in school records, subject to adherence to prescribed procedures and due verification:

	Primary	Upper Primary	High School
Government, ZP, Mpl.,	MEO	MEO	Head Master-II
Aided	MEO	MEO	DYEO
Private	MEO	MEO	DYEO

All the Regional Joint Directors of School Education and District Educational Officers are requested to personally ensure that instructions are communicated effectively to Headmasters, Mandal Educational Officers (MEOs), and Deputy Educational Officers (DYEOs) and they shall remain vigilant in overseeing and monitoring all corrections made in school records to maintain accuracy and consistency, particularly with AADHAR data for APAAR ID generation.

Any deviation or error that compromises the integrity of school records or constitutes tampering will attract strict disciplinary action in accordance with rules in force.

Vijay Rama Raju V

DIRECTOR OF SCHOOL EDUCATION

To

All the District Educational Officers in the State

All the RJDSOs in the state with a direction to monitor the entire process time to time.

Copy to the State Project Director, Samagra Shiksha, AP

Copy submitted to the Secretary to Government, School Education, A.P.

COPY OF:-

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

S.S.L.Cs – H.S.Cs and H.S.Cs (Multipurpose) – Correction of Date of birth – Revised Rules – Issued.

EDUCATION DEPARTMENT

G.O.Ms.No.1263.

Dated:6-5-1961.

Read the following:-

1. G.O.Ms.No.360 Law (Legal Assistance) dt.14.6.1955.
2. G.O.Ms.No.249 Law Department, dated.25.6.1957.
3. Notification No.1373, Education Department of the Govt. of Hyderabad, Dt.37.1959.

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ORDER:-

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The following notification will be published in Andhra Pradesh Gazette.

NOTIFICATION

The Governor of Andhra Pradesh hereby makes the following rules governing the correction of the dates of birth in the Secondary School Leaving Certificates, Higher Secondary Certificates and Higher Secondary (M.P.) Certificates.

2. These rules shall come into force from the date of their publication in the Andhra Pradesh Gazette.

SECTION – A

RULES FOR THE CORRECTION OF THE DATE OF BIRTH IN COMPLETED SECONDARY SCHOOL LEAVING CERTIFICATES, HIGHER SECONDARY CERTIFICATES, AND HIGHER SECONDARY (MULTIPURPOSE) CERTIFICATES.

1. An application for the correction of the date of birth in a completed Secondary School Leaving Certificate, Higher Secondary Certificate or Higher Secondary (Multipurpose) Certificate shall be addressed to the School in which the person to whom the application relates last studied.
2. The application may be preferred by the person concerned or by his or her father or mother, or by his/her guardian, if both the parents are not alive.
3. An application for the correction of date of birth shall be accompanied by the following documents:-
 - (a) An extract from the Birth Register of the village or Municipality concerned relating to the person, whose date of birth is sought to be corrected.
 - (b) A sworn declaration (in the form prescribed in Annexure-I) of the father or mother or guardian, if both the parents are not alive, to the effect that the birth extract containing the date of birth of his or her son/daughter/ward relates to him or her only and to none else.
 - (c) Another sworn declaration (in the form prescribed, in Annexure-II) of the father or mother or guardian, if both parents are not alive, indicating the total number of children (both alive and dead) born to the same parents furnishing their full names and dates of birth.

(Contd...2..)

- (d) The Secondary School Leaving Certificates or the Higher Secondary Certificate or the Higher Secondary (Multipurpose) Certificate in original.
- (e) A certified extract of the entries made in the Register of Admission of the School concerned containing the entries relating to the name, surname, address, name of parent or guardian and date of birth of the person.
- (f) The Original transfer certificate or record sheet produced by the person at the time of his or her admission, if available in the school records.

(4) The sworn declarations mentioned in clauses (b) and (c) of rule (3) above shall be attested by a Gazetted Officer affixing the official seal of his office.

(5) If however, an applicant is not able to produce a copy of his/her birth extract or if any of the documents referred to in rule 3 above are not forthcoming, the applicant may submit his or her application stating the reasons as to why they are not available.

(6) On receipt of the application with the documents mentioned in clauses (a) to (d) of rule 3 above (if available) the Head of the School shall after enclosing the documents in original mentioned in clauses (f) and the certified extracts mentioned in clause (e) of the said rule (if available), submit it immediately to the Director of Public Instruction through the District Educational Officer concerned.

(7) On receipt of the application with the documents mentioned in para 5 above the Director shall forward it to the Collector of the District in which the applicant was born for enquiry and report.

(8) The Collector shall cause a detailed enquiry to be conducted and shall have the facts of the case verified and investigated. He shall submit his recommendations along with the record of enquiry in original.

(9) On receipt of Collector's report together with the original record of enquiry, the Director of Public Instruction shall submit them in original, with his own recommendation to the Government in the Education Department for orders.

(10) Claim based merely on horoscopes shall under no circumstances be entertained.

SECTION-B

RULES FOR THE CORRECTION OF THE DATE OF BIRTH, NAME, SURNAME, FATHER'S NAME, CASTE, RELIGION, IN SCHOOL RECORDS, OTHER THAN COMPLETED SECONDARY SCHOOL LEAVING CERTIFICATES OR HIGHER SECONDARY CERTIFICATES OR HIGHER SECONDARY (MULTIPURPOSE) CERTIFICATES.

(1) An application for the correction of the date of birth, Name, Surname, Father's name, Caste, Religion in the School Records, that is other than completed Secondary School Leaving Certificate or Higher Secondary Certificates or Higher Secondary (Multipurpose) Certificates shall be made to the authorities mentioned in column (2) of the table below through the Head of the school in which the pupil is studying:-

Classes of Cases (1)	Authority competent to pass orders for the correction of date of birth. (2)
(a) Application in the case of pupils studying in Primary classes.	District Educational Officer concerned.

(Contd....3...)

(b) Application in the case of pupils studying in the Lower Secondary Classes.	Jt. Director of Public Instructions or concerned Dy. Director of Public Instruction concerned as the Case may be.
(c) Application in the case of pupils studying in the Higher Secondary Classes.	The Director of Public Instruction.

(2) The application may be preferred by the father or mother or the pupil (boy/girl) or by his or her guardian, if both the parents are not alive.

(3) The documents mentioned in clauses (a), (b), (c), (d) and (f) of Rule 3 under section-A shall be attached to the application.

(4) The instructions contained in rule-4 under section-A shall also apply to the cases covered by this section.

(5) On receipt of the application with the prescribed documents, the Headmaster shall submit along with the attached documents to the District Educational Officer, Joint Director or Deputy Director of Public Instruction or the Director of Public Instruction as the case may be with reference to rule 1 above. The officer competent to pass orders shall dispose of the applicant, after making or ordering such enquiry as he considers necessary.

(6) No application for the correction of the date of birth in the school records shall ordinarily be entertained after a period of two years from the date of the first admission to the school, a departure being made only in very exceptional cases where there is unimpeachable evidence and the delay in preferring the application is satisfactorily explained.

SECTION-C

RULES FOR THE CORRECTION OF THE ENTRIES RELATING TO THE NAME, SURNAME, FATHER'S NAME, CASTE, RELIGION ETC., IN COMPLETED SECONDARY SCHOOL LEAVING CERTIFICATE OR HIGHER SECONDARY CERTIFICATES OR HIGHER SECONDARY (MULTIPURPOSE) CERTIFICATES.

(1) No application shall be entertained by the Government or any officer of the Educational Department for the correction of the entries relating to name, father's name, caste religion etc., in the completed Secondary School Leaving Certificate or Higher Secondary Certificates or Higher Secondary Certificates or Higher Secondary (Multipurpose) Certificates, unless it be for the correction of obviously absurd entries or clerical mistakes committed in the school or office records of the Education Department.

(2) The person affected may, however, arrange to notify at his or her own cost, any such change of name, father's name caste or religion in the Andhra Pradesh Gazette and shall keep a copy of the notification in the concerned certificate.

(3) No correction need, however, be made in the certificates or the school records as a result of the notification referred to in rule 2 above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.P.L. GWYN
SECRETARY TO GOVERNMENT

ANNEXURE – I

I, _____ Parent/Guardian of _____

Solemnly and sincerely affirmation that the extract of the date of birth dated _____ Issued by the _____ to my Son/Daughter/Ward only none else.

Signature or Thumb Impression of
Father/Mother or Guardian

“ The contents of this affidavit (or solemn affirmation have been first truly and audibly read over to the parent/guardian in (Language) being unacquainted with the language (or being blind) who appeared perfectly to understand the same and make his mark there to (or signed the same) in my presence.

(‘) Here State the office which issued the birth extract.

(“) This has to be used when the defendant to acquainted with the language of the affidavit or is blind or illiterate.

Signature and Designation of officer
or other person before who is
Affirmed or Sworn.

ANNEXTURE – II

Declaration regarding the total number of children born to the parents:

I _____ Parent /Guardian of _____ on whose behalf an application has been preferred for the correction of his/her date of birth do hereby solemnly and sincerely affirm/sworn that the list of children mentioned in the schedule appended herein comprises the total number of children born to me _____ as on _____.

SCHEDULE

.....

Sl. No.	Name of Child	Date of Birth
(1)	(2)	(3)

.....

Solemnly affirmed or Sworn _____ this day _____ before me.

“The contents of this affidavit (solemn affirmation) have been first truly and audibly read over to the parent/guardian in _____ (Language) he being unacquainted with the language (or being blind) who appeared perfectly to understand the same and make his mark thereto (or Signed the same in my presence).

Signature and Designation of
officer other person before who
is Affirmed or Sworn.

(‘) State here the Name of the parent if declaration is signed by guardian.

(“) This has to be used when the deponent is unacquainted with language of the affidavit or is blind or illiterate.

Education – Secondary Alteration of Date of Birth in School Leaving Certificates and other School Records – Powers delegated to the Director of School Education, Hyderabad – Certain amendment – Issued

EDUCATION (E.E.I) DEPARTMENT

G.O.Ms.No.430

Dated : 31-12-1992

Read the following:-

- 1.G.O.Ms.No.1263 Education dt.6-5-1961
2. G.O.Ms.No.898 dt.29-8-1977
3. G.O.Ms.No.77 Education dt.23-12-1988
4. G.O.Ms.No.347 Education dt.31-8-1988
5. G.O.Ms.No.170 Education dt.30-4-1991
6. From the Director of School Education, Lr.Rc.No.1649/H4/91 dt.30-12-1991.

* * *

ORDER:

In the Govt. Order 5th read above, The Director of School Education, Hyderabad was empowered to entertain the applications for the corrections for the corrections of the date of birth in a completed S.S.L.C., H.S.C., H.S.(M) Certificate eventhough such applications are made after three years from the date of completion of the said course.

2. The Director of School Education in his letter 6th read above, have brought to the notice of the Government that a number of representations are being received by him for correction/alteration of Date of Birth after a lapse of several years after their completion the S.S.C and now registering and re-registering the Date of Birth of their present choice in the Births and Deaths Registers maintained by the Municipal Corporations / Municipalities/ Revenue Authorities or changing / tampering the School Records and this has become practically difficult to verify the bonafides of such requests.

3. After careful consideration, Government have decided to consider such of the applications which are made within the period of 3 years (three years) from the date of completion of the said courses for correction/alteration of date of birth in completed S.S.L.C./H.S.C./H.S.(M)/S.S.C. and accordingly the following amendment is issued.

Amendment

For the existing rule 11 of the rules issued in G.O.Ms.No.1263, Education, dt.6th May, 1961 as subsequently amended, the following shall be substituted namely.

“The Director of School Education is empowered to entertain and effect corrections or alternations in respect of the applications for corrections or alteration of the date of Birth in completed S.S.L.C./H.S.C./H.S.(M) C/S.S.C. However no application for such correction / Alteration of Date of Birth in the said completed certificates shall be entertained after a period of three years from the date of completion of the said course.”

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.S.SARMA
Secretary to Government

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION,
ANDHRA PRADESH HYDERABAD

Present: K. Sandhya Rani, I.Po.S.,

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Prco.Rc.No.Spl/Text Books-1/2015

Date :02-12-2015

Sub:- School Education – certain corrections in the SSC Certifications – Instructions issued – Reg.

Read:- 1.G.O.Ms.No.1263 Edn. dt 06.05.1961.
2. G.O.Ms.No.1348 Edn. Dt. 15-12-1981.
3. G.O.Ms.No.430 Edn. Dt.31-12-1992.
&& && &&

All the District Educational Officers in the state are informed that so many corrections were requested in the SSC Certificate i.e., Correction of Date of Birth, Correction Surname, Correction of Candidate Name, Correction of Father's Name & Correction of Mother's Name.

Further, they are informed that the following records are required as per G.O.Ms.No.1263 Edn. Dt.06.05.1961.

1. Original Application submitted at the time of Admission into Elementary and High School.
2. True extract of Admission and withdrawal Register i.e., Elementary and High School duly attested by the Dy.E.O. concerned.
3. Original Record Sheet and TC (If Xerox copy produced should be duly attested by the Dy.E.O. concerned)
4. Manual Nominal Roll (duly attested by the Dy.E.O. concerned)
5. Printed Nominal Roll (duly attested by the Dy.E.O. concerned)
6. Date of Birth Certificate (Original)
7. ICR form (duly attested by the Dy.E.O. concerned)
8. Parent declaration at the time of while entering into the Admission withdrawal register and Nominal Roll with regards to correction of Mother's name correction.
9. Explanation of the concerned Head Master explaining the cause for the mistake and at what level the mistake occurred.
10. Specific report of the concerned Dy.E.O.

Therefore, the District Educational Officers are requested to furnish the proposals in complete shape as per G.O.Ms.No.1263 Edn. Dt.06.05.1961 and also instructed to verify and submit the proposals in full shape as per rules in vogue and also issue instructions to all the Head Masters to carefully prepare Nominal Rolls while sending to the Director of Government Examination otherwise One Increment / Censure will be given to the responsible Head Masters & Clerk concerned for such mistakes in future.

This should be treated as most urgent.

Sd/- K. Sandhya Rani
Commissioner of School Education

To

All the District Educational Officers in the State.

//True copy:: Attested//

For Commissioner of School Education

APPLICATION FOR CORRECTIONS IN SCHOOL RECORD

Rc.No.ESE02-22/39/2024-TB SEC-CSE, dated: 07/11/2024 OF DSE AP

(Application should be submitted by the Parent/Guardian of the Pupil)

SCHOLL NAME:		Mobile No Of Parent	
1. Details of the Student	i. Name of Applicant (parent/guardian)..... ii. Address PIN..... District		
2. Details of pupil whose date of birth is to be corrected	i. Name of pupil CLASS ----- YEAR OF STUDY ----- Admn. No. ii. Place of birth..... iii. Whether belongs to SC/ST : Yes / No (certificate to be enclosed)		
3. Date of birth	Existing : Propose-----		
4. Details of other corrections if any needed. (Existing/correction to be effected should be specified)	<input type="checkbox"/> Name of Pupil (if clerical error only) <input type="checkbox"/> Name in Regional Language (if clerical error only) <input type="checkbox"/> Name of Father <input type="checkbox"/> Name of Mother <input type="checkbox"/> Place of Birth <input type="checkbox"/> Caste, Category (if clerical error) <input type="checkbox"/> Religion (if clerical error) <input type="checkbox"/> Address Existing.....Proposed..... Existing.....Proposed..... Existing.....Proposed..... (as per documentary evidence)		
5. Documentary evidence produced for correction of date of birth. (Original to be enclosed)	Birth Certificate /Tahsildar certificate Name OF P A N C H Y A T / M U N I C I P A L I T Y NO ----- Name of Revenue District		
6. Name and details of the Birth Certificate	No Date		
Remarks If any			

DECLARATION

I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I am fully aware that, in case any false information is detected in future at any stage, my application is liable to be rejected and that it is open to the Department to take appropriate action against me including cancellation of correction already ordered. I also Declare That the Corrections Rectified in The school records Are Final and wont be Tendered in future for further alterations

Place

Signature of student

Date :

Name and Signature of the Parent/mother
