

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.**

No. DE.23 (608) /Sch.Br./2014/ 1025

Dated: 31.7.15

Circular

Sub: Rectification in Student's Date of Birth due to inadvertent error up to Class VIII.

This is in supersession of order issued earlier bearing No. DE.33 (Misc.)/Gen-67 dated 20-03-67 regarding the procedure for change in date of birth. After the commencement of the Registration of Births and Deaths Act, 1969 no change or correction, in the date of birth of child shall be allowed unless it is supported by a certificate issued by the Registrar of Births and Deaths under the Registration of Births Act, 1969.

All the Heads of Govt. /Govt. Aided/Unaided Recognized schools under Directorate of Education are hereby directed to observe the following procedure for rectification in the errors caused inadvertently in the date of birth of the students up to class VIII.

The parents / guardians desirous of applying for rectification in student's Date of Birth due to inadvertent error are required to submit following documents:

1. In case of any change sought by the student which is not as per the said certificate, the student may be advised to get the certificate corrected from the Registrar of Births and Deaths issued under the Registration of Births and Deaths Act, 1969.
2. An application (Annexure-1) from the father/mother or guardian (in case, none of the parents of the student is alive) stating the reasons of recording of the wrong entry of Date of Birth in the student's existing Personal Details.
3. An affidavit from the applicant on Non-Judicial Stamp Paper worth Rs. 10/- (Rupees Ten Only) declaring the name, dates of birth and places of birth of all the children living as well as dead (Annexure 2) with an **Undertaking that he/she will not apply for a subsequent rectification in the date of birth of his ward duly attested by the First Class Magistrate.**
4. In addition to the above affidavit, the applicant is required to add certificates of date of birth from the Heads of School as recorded in their respective schools of all the studying children. In case of children who have since completed their schooling upto High or Higher Secondary standard, self attested copies of the High/Higher Secondary Certificates may be added.
5. An attested copy of the first admission form submitted by the applicant at the time of first admission of his ward to the school.
6. The identity proof i.e. Voter ID or Aadhar Card of either parent will also be submitted for establishing relationship with the child.

The approval for rectification in the date of birth of student must be obtained from concerned Deputy Director of Education. The correction in Admission Withdrawal Register must be verified by Head of School and counter signed by concerned Deputy Director of Education.

A copy of approval along with the copy of application submitted by the students will be handed over to the concerned parent for rectification in the earlier levels up to entry school. The parent will submit the certificate from heads of all the concerned previous schools to the present school that the correction has been done in their school record.

The file for rectification will be forwarded by the Head of present school to School Branch with the specific recommendation of the District Deputy Director of Education. Necessary rectification in student's personal detail will be done in CAL Branch in the Student Module.

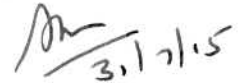
The change will always be flashed in MIS Module with date and in red color.

Once the students are registered with CBSE, the changes are to be done at CBSE level only as per its rules.

Request for correction in Date of Birth shall be forwarded by Head of School along with attested photocopies of:-

1. True copy of Admission Form submitted by parent at the time of admission, duly updated and attested by Head of School.
2. Portion of Admission & withdrawal register where student's detail is entered and corrected duly verified by Head of School and counter signed by District Deputy Director of Education.
3. Birth certificate issued by Registrar of Births and Deaths issued under the Registration of Births Act, 1969.
4. School leaving certificate of the previous school submitted at the time of admission, duly updated and attested by Head of School.
5. Receipt of payment of prescribed fee.

This issues with the prior approval of the competent authority.



(Dr. (Mrs.) Sunita S Kaushik)
Addl.D.E(School)

Encl: - As above

All DDEs (District/Zone) /DEOs /Heads of Govt. Schools through DEL-E

No. DE.23 ()/Sch.Br./2014/

Dated:

Copy to:-

1. PS to Secretary(Education)
2. PS to Director(Education)
3. All RDEs for Information
4. OS(IT) to please paste it on the Website



(UshaRani)
DDE (School)

Annexure-1

Format for Change in Student's Personal Detail up to Class VIII.

A. Details as per School Records.

- Name of Student:- _____
- Student ID :- _____
- Date of Birth:- _____
- Father's Name:- _____
- Mother's Name:- _____
- Category:- _____
- Permanent Address:- _____

- Address of Communication:- _____

- Class & Section:- _____

- Name & Add. of the First (Entry) school:- _____

B. Change required in _____

C. Reason for applying for change _____

D. I _____ father/mother/guardian of _____ of a student of class _____ of _____ school Date of Birth _____ solemnly declare that I will not request in future for any change in my ward's personal details.

Date: _____

Signature of Father/Mother/Guardian

Place: _____

Name:- _____

AFFIDAVIT FORMAT

I Son of resident.
do hereby solemnly affirm and declare that the Date of Birth of my ward named
....., a student of class Section of school
..... as mentioned in this school record is
which is wrong.

That the correct Date of Birth of my ward named Is.....

That I give below the dates of birth of my other children who are dead/ alive

Name of Son/Daughter	Date of birth	Place of birth	Dead/alive
.....
.....

I declare that the birth entry certificate has been obtained from the Municipality/District Board/ Corporation/Local body and is correct to the best of my knowledge.

I declare that under no circumstance, I will ever seek any subsequent rectification in the date of birth of my ward named

Deponent

I, the above named, do hereby solemnly affirm and declare that the above statement is true to the best of my knowledge and belief and nothing is false therein and nothing has been concealed.

Deponent