

GOVERNMENT OF ANDHRA PRADESH

From
Sri Syed Ibraheem, B.Com.,
Asst. Commissioner for Govt., Exams.,
& Public Information Officer,
O/o Director of Government Examinations,
Chapal Road, Nampally, Hyderabad.

To
Sri ASS Prasada Raju,
D.No.4-130-20,
2nd Ward, Weakens colony,
Tadepalligudem,
W.G. District, A.P.-534101.

Re.No. PIO/AP-6/2016, dt.26.05.2016.

Sir,

Sub: Right to Information Act 2005 – Request made by Sri ASS Prasada Raju R/o West Godavari dist – Furnishing of information - Reg.

Ref:1) Request application of Sri ASS Prasada Raju R/o West Godavari dist received on dt:22.04.2016.

2) Note of Re.No.RTI-5/B-1/2016.

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With reference to your request under Right to Information Act, I am to inform you that the Applications for minor corrections in the completed SSC such as spelling mistakes etc., may be submitted to this office i.e., O/o Director of Government Examinations, A.P., Hyderabad with in the period of one year. In case of major corrections the Head Master of the School concerned has furnished the proposals duly counter signed by the Deputy Educational Officer and forwarded to the Commissioner of School Education, A.P., Hyderabad through District Educational Officer of the concerned district. Copy of G.O.Ms.No. 1263 Education Department, dt. 06.05.1961 relating to this type of correction in SSC is enclosed herewith.

Hence for information.

Yours faithfully,

Syed Ibraheem
Public Information Officer. 26/5/16

MAB
26/5/16

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: 3.10.1956.
4. From the Director of Public Instruction, letter No. Rc.No.609/B4/58, dt. 3.7.1959.

ORDER:-

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 be 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 Certificate 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 document in original mentioned in clauses (f) and the certified extract 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) Claims 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:-

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

(Contd...3...)

- (1) (b) Application in the case of pupils studying in the Lower Secondary Classes.
- (2) 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), (e) 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, departure being made only in very exceptional cases where there is unimpeachable evidence and the delay in preferring the application is satisfactorily explained.

Provided that in the cases of persons admitted prior to the date of issue of these rules, the period of two years shall be reckoned from such date.

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 HILGHER SECONDARY (MULTIPURPOSE) CERTIFICATES.

(1) No application shall be entertained by the Government or any officer of the Education 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. GWYNN.
SECRETARY TO GOVERNMENT.

//True copy attested//

(Handwritten Signature)
సహాయ కమిషనరు,
పాఠశాల విభాగ కమిషనరు కార్యాలయము.