

**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION
ALTO BETIM GOA (403 521)**

CIRCULAR No. 29

**GBSHSE/EXAM/CERT-CELL/04-05
Date: 28/06/2004**

To
The Heads of all recognised
Secondary and Higher Secondary
Schools under the jurisdiction of this Board.

Sub: Rectification in name/date of birth.

Sir/Madam,

This office receives requests for effecting change/correction in name/date of birth in Statement of Marks/Passing Certificate/Passing Certificate - cum - Statement of Marks. The Board has decided that such changes/corrections shall be effected within a period of five years after appearing at the SSC Examination and three years after appearing at HSSC Examination. No application for change/correction shall be entertained thereafter. This will be effective from 1st August 2004.

The Heads of institutions are requested to submit the following documents while forwarding the applications for change/correction.

1. Request letter from the Head of the institution for effecting change/correction.
2. Document in original wherein said change/correction is to be effected.
3. The name/date of birth as per the school general register.
4. An attested copy of approval from the Deputy Education Officer of the respective educational zone if the concerned change/correction in the school general register requires such letter.
5. An attested copy of the request letter sent to the Deputy Education Officer seeking approval for effecting change/correction in the school general register.
6. The attested copies of the documents on strength of which change/correction is approved by the respective Deputy Education Officer.
7. In case change/correction in school general register is made after seeking approval of the Deputy Education Officer of respective Zone mention shall be made in the request letter at No. 1 above that the approved changes/corrections are made in the school general register and previous information and the changed/corrected information shall be clearly certified.

bbi
Secretary 25.6.04

Copy forwarded with compliments to :

1. All the members of Goa Board of Secondary & Higher Secondary Education , Alto-Betim.
2. The Director of Education , Panaji.
3. The Director of State Institute of Education, Alto-Betim.
4. All Asstt. Director of Education, North/South/Central Education Zones, Mapusa/Margao/Panaji.
5. All Section Head of this office.
6. Guard file.