



SL. No.

Application Fee : Rs. 400/- to be paid at the time of submission of Application Form

**BOARD OF SECONDARY EDUCATION, MANIPUR**  
**FORMAT FOR CORRECTION IN DATE OF BIRTH**  
**TO BE SUBMITTED BY THE PRINCIPAL/HEADMASTER/HEADMISTRESS OF THE SCHOOL**  
*(Strike out which is not applicable)*

1. NAME OF THE CANDIDATE .....  
(Write in BLOCK LETTER)
2. NAME OF THE MOTHER .....  
(Write in BLOCK LETTER)
3. NAME OF THE FATHER .....  
(Write in BLOCK LETTER)
4. CONTACT NUMBER .....
5. Name of the School from where the request for correction in DOB is being forwarded .....
6. **Candidate name as given in the:**
  - a) Admission form in the present school (copy duly attested to be attached) .....
  - b) Admission and withdrawal Register in the present school (copy duly attested to be attached) .....
  - c) Office copy/attested copy of the list of candidates submitted to the Board at the time when the candidate appeared for Board examination. (copy duly attested to be attached) .....
  - d) Roll No. & Year in which appeared .....
7. a) Details and nature of the mistake From .....to.....  
b) Cause and stage of the mistake .....
- c) Earlier action undertaken for its correction date and details .....

- 8. What are the reasons for the mistake .....  
.....
- 9. What steps have been taken to ensure that such mistake(s) is/are not repeated? .....  
.....
- 10. What action has been taken against the erring official? .....  
.....
- 11. General observation of the Principal/ Headmaster/Headmistress .....  
.....

Seal

Signature of the Principal/Headmaster/Headmistress

12. Encls:

- 1) Copy of Admission form, duly attested. Name of the Principal/Headmaster/ Headmistress:
- 2) Copy of Admission register, duly attested. Rubber Stamp:
- 3) Copy of list of Candidates submitted to the Board, duly attested. Exam. School No.:
- 4) Copy of Marks Statement, duly attested. Tele No.:
- 5) Copy of Pass Certificate, duly attested. Pin Code:
- 6) Copy of Admit Card, duly attested.
- 6) Others

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**PLEASE NOTE THAT THE APPLICATION FOR CORRECTION IN DATE OF BIRTH SHALL BE ENTERTAINED BY BOARD ONLY WITHIN FIVE YEAR OF DATE OF DECLARATOIN OF RESULTS AS PER PROVISION NO. 63.B.1 OF AMENDED RULE IN THE REGULATIONS FOR H.S.L.C. EXAMINATION OF THE BOARD DATED 25.05.2018.**

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The case has been examined in detail. The candidate has furnished the required documents duly attested and it is submitted that the mistake occurred at the level of the School/Board and the School/Board has fixed the responsibility on the erring official or has regretted the mistake. Since the mistake is an official one, the correction in DOB in respect of Master/Miss.....from.....to..... may kindly be allowed. The case has been entered in the date of birth correction register at Sl.no.....

Dealing Asstt.

S.O.

Under Secy

Dy. Secy. (E)

I have examined the case independently and am satisfied with the documents produced and therefore recommend the case for allowing the correction in DOB as proposed by the office.

Controller of Examinations

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Secretary/Chairman