

## CHAPTER – 7

### Correction /Change in Particulars of candidate(s)

The Board will consider request(s) for correction of transcribing error in the particulars i.e. Name/ Father's Name/Date of Birth, request(s) for change in name of candidate(s) and Addition/Deletion of surname, caste, designation etc in Name and/or in Father's Name."TRANSCRIBING ERROR" means any errors/omissions made by the Institution(s) or FBISE at any stage during processing of students particulars, whereas any amendment (not supported by institution(s) record) would be treated as "CHANGE" in particulars.

#### 7.1 Correction in Name/Father's Name/Date of Birth

1. A request for correction in Name/Father's Name/Date of Birth of a candidate will be considered on submission of an application on the prescribed Proforma duly recommended by the Head of concerned Institution in case of regular candidate(s) and from Class-I Gazetted Officer in case of Private and those candidates who shifted to Pakistan from Institutions Abroad, along with prescribed fee (within Ten years of passing the relevant examination after which cases will be entertained on additional payment of Rs.1000/- (inland)/ US \$ 40 (Abroad) per candidate per annum) and provision of all or any of the following documents to the satisfaction of the Board:
  - i. Attested Copies of Admission Form OR Admission Withdrawal Register (relevant page) OR School Leaving Certificates pertaining to the stage of occurrence of the said transcribing error.
  - ii. Attested Copies of Admission Form and Admission Withdrawal Register (relevant page) of class-I.
  - iii. Any other document/evidence required by the Board.
2. Correction in particulars of a candidate at HSSC level will be allowed on the basis of valid entries made in the SSC Result Card/Certificate issued by Board. In case of SSC or equivalent examination passed from any other Board/Examining Body, correction will be allowed subject to verification of the result card/Certificate from the concerned Body.
3. FBISE mistake(s) shall be corrected without fee within one year of issuance of registration card/result card/certificate, whereafter fee shall be charged as per schedule.
4. Special children (physically handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee.
5. Irrational date of Birth may be corrected subject to verification of calendar, along with valid supporting document(s).
6. The Director (Academics) will allow corrections before issuance of result card of SSC/HSSC Part-II and the Chairperson will be competent to allow such corrections after issuance of the result.
7. A candidate may file an appeal to the Chairperson of the Board against the decision within 30 days on payment of prescribed appeal fee along with any additional documentary proof/evidence not provided earlier. The decision of the Chairperson on the

appeal will be final.

8 Correction in Date of Birth of a candidate may also be considered on the basis of all OR any of the documents mentioned in clause 7.2(2) iii subject to their verification by the departments concerned and satisfaction of the Board.

9 If a candidate applies for Correction in Date of Birth after attaining the age of 18 years, he/she will provide an affidavit duly attested by Magistrate class-I to the effect that he/she has not joined service in Government/Semi Government/ Autonomous Bodies.

## **7.2 Change in Name and Addition/Deletion of Surname, Caste & Designation etc in Name and/or in Father's Name**

1 No Change in Father's Name and Date of Birth of candidate shall be considered under normal circumstances. Date of Birth once recorded in SSC certificate or at the time of joining any service in Government/Semi Government/Autonomous Bodies shall be final.

2 A request for change in Name, addition/ deletion of surname, caste, designation etc in name and/ or in Father's name of a candidate will be considered on submission of an application on the prescribed Proforma duly recommended by the Head of concerned Institution in case of regular candidates and from Class-I Gazetted Officer in case of Private and those candidates who shifted from Institutions Abroad, along with prescribed fee (within Ten years of passing the relevant examination after which cases will be entertained on additional payment of Rs.1000/- (Inland)/US\$ 40 (Abroad) per candidate per annum) and provision of all or any of the following documents to the satisfaction of Board:

- i. An Affidavit to the effect of change/ addition/deletion duly attested by a Magistrate Class-I.
- ii. Original cutting of advertisements showing particulars of both previous and desired Name/Father's Name along with applicant's recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.
- iii. Any other document/evidence required by the Board, like Birth Certificate issued by Union Council/Cantonment Board/ Municipal Corporation/Government Hospital (recorded within two years of date of birth) and Passport, Domicile, NADRA Registration Record provided these documents have been issued within minimum of two years before the registration of the candidate with the Board.

3 The candidate may also be allowed to change Name in case of change of religion or gender without any fee, provided that following documents are produced:

- i. An affidavit on stamp paper duly attested by the Magistrate Class-I along with additional Certificate from the Head of a recognized Religious Institution to the effect of change of religion.
- ii. A Medical Certificate on recommendation of Medical Board issued by the Medical Superintendent of a Government Hospital, in case of change of gender.

4 Minor Spelling adoptions not affecting the Name/Father's Name shall be allowed on production of an Affidavit attested by Magistrate Class-I even if the school record does

- not support.
- 5 Addition of word “Muhammad” before the actual name of candidate shall be allowed without asking for school record.

**Note:- Any of the above change(s) shall be reflected as foot note on front of certificate like change in Name or Father's Name**

**From \_\_\_\_\_ To \_\_\_\_\_**

**7.3 Constitution of Correction Committee**

The Chairperson shall constitute a Correction Committee every year comprising of three (03) to five (05) members from amongst the Heads of affiliated Institutions/Education Directorates and from Board's officers to submit their recommendations on the cases as mentioned in the clause 7.1-1 (iii) and 7.2 (2,3,4 and 5). The recommendations of the Committee shall be final. However, in case of disagreement in the Committee members, the Chairperson is the final authority to decide the cases on merit.

- 7.4 Correction/appeal fee shall be charged as notified by the Board from time to time.