

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.37.1959.

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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 the 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 Certificates 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 documents in original mentioned in clauses (f) and the certified extracts 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) Claim 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:-

| Classes of Cases (1) | Authority competent to pass orders for the correction of date of birth. (2) |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------|
| (a) Application in the case of pupils studying in Primary classes. | District Educational Officer concerned. |

(Contd....3...)

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

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 HIGHER SECONDARY (MULTIPURPOSE) CERTIFICATES.

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

ANNEXURE – I

I, _____ Parent/Guardian of _____

Solemnly and sincerely affirmation that the extract of the date of birth dated _____ Issued by the _____ to my Son/Daughter/Ward only none else.

Signature or Thumb Impression of
Father/Mother or Guardian

“ The contents of this affidavit (or solemn affirmation have been first truly and audibly read over to the parent/guardian in (Language) being unacquainted with the language (or being blind) who appeared perfectly to understand the same and make his mark there to (or signed the same) in my presence.

(‘) Here State the office which issued the birth extract.

(“) This has to be used when the defendant to acquainted with the language of the affidavit or is blind or illiterate.

Signature and Designation of officer
or other person before who is
Affirmed or Sworn.

ANNEXTURE – II

Declaration regarding the total number of children born to the parents:

I _____ Parent /Guardian of _____ on whose behalf an application has been preferred for the correction of his/her date of birth do hereby solemnly and sincerely affirm/sworn that the list of children mentioned in the schedule appended herein comprises the total number of children born to me _____ as on _____.

SCHEDULE

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| Sl. No. | Name of Child | Date of Birth |
|---------|---------------|---------------|
| (1) | (2) | (3) |

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Solemnly affirmed or Sworn _____ this day _____ before me.

“The contents of this affidavit (solemn affirmation) have been first truly and audibly read over to the parent/guardian in _____ (Language) he being unacquainted with the language (or being blind) who appeared perfectly to understand the same and make his mark thereto (or Signed the same in my presence).

Signature and Designation of
officer other person before who
is Affirmed or Sworn.

(‘) State here the Name of the parent if declaration is signed by guardian.

(“) This has to be used when the deponent is unacquainted with language of the affidavit or is blind or illiterate.