CHAPTER - 7
CHANGE/CORRECTION IN NAME, FATHER’S NAME, AND DATE OF BIRTH

7.1 Change in Name/Father’s Name/Date of Birth

The request for Correction/Change in Name/Father’s Name/Date of Birth of a candidate will be considered on submission of an application on the prescribed Proforma with supporting documents and fee through the Head of an Institution last attended, within ten (10) years of issuance of the Result Card. Thereafter no case will be entertained.

a. Date of Birth once recorded in SSC certificate /recorded at the time of joining Government/ Semi-Government/Autonomous Bodies shall final and thereafter no change will be allowed.

b. The candidate may be allowed to change his/her Name in case of his/her change of religion or gender, provided that:-

i. An affidavit on stamp paper duly attested by a Gazetted Government Officer Class-I or Magistrate First Class and a certificate from the Head of a recognized Islamic Educational Institution/Deeni Madrassa to the effect of change of religion, are produced.

ii. A Medical Certificate on recommendation of Medical Board issued by the Medical Superintendent of a Government Hospital is produced in case of change of gender.

Note: No Fee shall be charged in such cases.

c. The Board may allow change in Name/Father’s Name on production of:-

i. An Affidavit to the effect of change duly attested by a Magistrate First Class.

ii. Original cutting of advertisements showing particulars of both previous and changed Name/Father’s Name along with applicants recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.

iii. Any additional document/evidence required by the Board.

Note: In case of change in Name/Father’s Name/Date of Birth, the following note shall be recorded in bold font on the front of the certificate to be issued to him/her (showing asterisk (*) on change):

“*Name/Father’s Name/Date of Birth changed”

From____________________ To ______________________

7.2 Correction in Name/Father’s Name/Date of Birth

a. The 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 forwarded by the Head of an Institution affiliated with the Board from where he/she has taken his/her SSC/HSSC examination accompanied by the supporting documents duly attested (by the concerned Head of the Institution) together with the prescribed fee determined by the Board.

b. Director (Academic) will allow correction of any transcribing error, before the issuance of the SSC/HSSC-II Result Card, provided the school/college record supports the claim, besides, it determines the stage at which the error occurred.

c. The Chairman will be the authority to rectify any transcribing error if the school/college record supports the claim, beside determining the stage at which the error occurred.

d. Following documents (duly certified by the Head of concerned Institution) are required to process any correction case(s):-

i. Copies of Admission Form and Admission Withdrawal Register (relevant page) pertaining to the stage of occurrence of the said transcribing error.

ii. School Leaving Certificate.

iii. Copies of the Admission Form and Admission Withdrawal Register of class-I.

iv. Any other document/evidence required by the Board.

v. Correction in particulars of a candidate at the HSSC level will be allowed on the basis of entries made in the SSC Result Card/Certificate issued by the Board.
However, in case of another Board, correction will be carried out on the basis of the college record and the SSC Result Card.

e. In case of a private candidate the application form duly attested by a class-I officer, will be submitted directly to the Board along with documentary proof (i.e. his/her previous Institution’s record (if any) or Form B and birth certificate whichever is applicable or any other document/evidence required by the Board) together with the prescribed fee.

f. Any request for correction found incomplete in any respect shall not be entertained.

g. The term private candidate is applied to one who has never been admitted to any educational Institution at any stage. (The clause 7.2(e) is particularly for such candidates). Otherwise, the candidate shall provide the school record with the request for correction in his particular.

h. A candidate may file an appeal to Chairman/Chairperson of the Board against the decision within 60 days along with prescribed appeal fee Rs. 1000/- and any additional documentary evidence not provided earlier. The decision of the Competent Authority (Chairman/Chairperson) on the appeal will be final.

i. Board mistake shall be corrected without fee within one year of the issuance of document, whereafter, correction fee shall be charged.

j. Special children (physical handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee payable to Federal Board.

k. Fee shall be charged w.e.f. the date of issuance of the document wherein correction is required.

l. Any correction pertaining to spelling mistakes, if supported by the school/college record shall be allowed by the Chairman on the recommendations of the Director (Academic).

7.3 Constitution of Correction Committee

The Chairman 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 amongst the Board’s officers to submit their recommendations on the case(s) as mentioned in the clause 7.1(c). The recommendations of the Committee will be final.

7.4 In hardship cases, the Chairman is the authority to decide the cases on merit.

7.5 Correction Fee

Correction Fee as per schedule given below which is subject to revision from time to time will be charged at SSC/HSSC level:

Within Pakistan

i. Rs. 1000/- before declaration of SSC/HSSC Result.

ii. Rs: 1500/- (within three years) after declaration of SSC-I/HSSC-I Result.

iii. Rs. 1000/- per year after three (03) years upto ten (10) years in addition to fee as mentioned at (ii) above.

Abroad

i. US $ 40 before declaration of SSC-I/HSSC-I Result.

ii. US $ 50/- (within three years) after declaration of SSC-I/HSSC-I Result.

iii. US $ 50/- per year after three (03) years upto ten (10) years in addition to fee as mentioned at (ii) above.

Note:-

a). Case for any correction must be submitted within three months after fee is remitted. Thereafter fresh fee will be charged.

b). Correction fee once deposited will not be refunded being processing fee.