



**BOARD OF INTERMEDIATE AND
SECONDARY EDUCATION PESHAWAR**

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No. **432**/PA/BISEP

Date: 20/11/2019

NOTIFICATION

In order to simplify the existing prescribed procedure / requirements for correction in Name/Father's Name/Date of Birth of candidate (s), the Competent Authority has been pleased to notify the following revised policy for correction in board record:

(A). Changes in date of birth and fundamental change in names/father names of the candidates (before appearing in SSC Part-II Exam).

When a student claims for a date of birth or spelling (name, father name) other than recorded one in his / her enrollment / admission form of SSC Part-I, correction shall be made subject to the conditions that:

- (a) The changes (date of birth/name/father name) shall be allowed one time only.
- (b) The claimed date of birth must not be contradictory with the rules regarding minimum age limit for appearing in SSC Part-I & II examinations.
- (c) The candidate shall apply to the secretary on prescribed form of application along with the following documents:
 - i. An affidavit on Stamp Paper
 - ii. Original DMC of SSC Part-1 (if appeared in part-I exam)
 - iii. Copy of CNIC (self, father or guardian)
- (d) Prescribed fee is deposited.

(B). Changes in date of birth and fundamental change in names/father names of the candidates (after appearing in SSC Part-II Exam).

a) Change in Date of Birth:

- b) When a student claims for a date of birth other than recorded one in Board/SSC and in his/her school(s) record, a fresh certificate can be issued to him/her subject to the conditions:

- (a) Approval of the Correction Committee or Court Decree; and
- (b) Prescribed fee is deposited.

ii) Fundamental Change in Names/Father Names of the Candidates:

When the candidate claim to have fundamental change in his/her name/father name, as originally recorded in the board record and other than the recorded one in his/her educational institution, changed, the student shall proceed as follows:

- (a) Approval of the Correction Committee or Court Decree; and
- (b) He/she shall deposit prescribed fee.

(C). Correction in date of births, names/father names of the candidates on the basis of school AWR.

The date of birth, name/father name of a candidate who has passed the examination shall be corrected at any time subject to following conditions are fulfilled.

- a) The candidate shall apply to the secretary on prescribed form of application;
- b) If the secretary, after inspection of the concerned institution (high school AWR or primary / middle in original, or a certificate issued by the concerned EDO schools, is satisfied, that the mistake(s) was due to clerical errors.
- c) The candidate shall also deposit prescribed fee.

(D). Correction/partial correction/change/partial change e.g. addition or alteration or deletion of certain words to names/father names of the candidates, other minor corrections and vowel correction etc.

The name/father name of a candidate who has passed SSC examination may be corrected at any time, subject to the following conditions:

(i). If the mistake is happened by the board;

- (a) The candidate shall apply to the Secretary of the board on the prescribed form of application;
- (b) The candidate shall deposit the prescribed fee.

(II). If a candidate wishes to bring such corrections/change in his/her certificate shall proceed as under:

- (a) The candidate shall apply to the board on the prescribed form of application;
and
- (b) Publication in at least in one local newspaper; and
- (c) Prescribed fee shall be deposited.

Note: If vowel correction, in name/father name of the candidate constitutes full change for example the name Hamid to Hameed, Nasir to Naseer etc. is required and correction mentioned in clause (II) is sought, the candidate shall submit:

- (a) Approval of the Correction Committee or Court Decree; and
- (b) Prescribed fee shall be deposited.

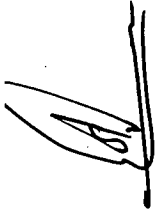
However, if the required name/father name of the candidate is correctly mentioned in Urdu in his/her form-B CRCs/CNIC/SSC examination form, his/her father CNIC, correction will be made as per procedure given in clauses (I) and (II).

(E) Minor change in date of birth of the candidates.

A number of cases are filed against the Board, where in a minor change in date of birth i.e. from one day to few months has been sought on the basis of entry in computerized national identity card and on the plea of unnatural gap of age among sisters/brothers. The board does not contest these cases and allows such changes on the basis of ex-parte decrees of the courts. To facilitate the general public instead of forcing them to apply to the courts, and to minimize load of litigation before the courts, it has been decided that in such cases the requirement of the court decree may be waived off and the change in date of birth i.e. (from one day up to nine months in case of unnatural gap of age among brothers/sisters) may be approved at board level on the basis of;

- (i). Computerized National Identity Card; or child registration card (CRC) / Form-Bay and;
- (iii). Prescribed fee shall be deposited.

The following cases may be contested on behalf of the Board in the interest of general public, subject to the recommendations of the Correction Committee comprising of the following officers:

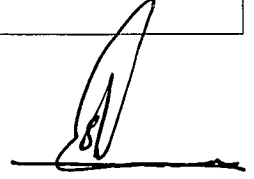
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1. Chairman BISE Peshawar Chairperson
 2. Secretary BISE Peshawar Member
 3. Asstt. Secretary Registration BISEP Member
 4. Legal Advisor BISE Peshawar Member

Meetings of the Correction committee shall be convened on need basis.

| S No. | NATURE OF CASES |
|--------------|--|
| 1. | Cases related to change in date of birth prior to 1980 (for minimum decrease of 1 year change |
| 2. | Cases related to change in date of birth for a period of more than 2 years decrease prior to 1990 till 1980. |
| 3. | Cases related to change in date of birth from 1990 till date for a period of more than 3 years decrease. |
| 4. | Cases related to change in date of birth of government servant (for minimum 1 year decrease) |

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| 5. | Cases in which the candidate wants to change his/her date of birth to a date according to which he/she becomes under age less than 15 years. (for minimum 1 year decrease) |
| 6. | If a degree is passed in cases mentioned at serial number 1 to 3 and 5, no appeal will be filed on behalf of Board, however, if these cases are decided in favour of board and appeal is filed, the appeal will be contested by the Board. |
| 7. | Cases mentioned in serial number 4 may be defended up to Supreme Court of Pakistan if needed. |

This is issued for strict compliance, please.



Secretary
BISE Peshawar

Copy to the:

1. PS to Chairman BISE Peshawar.
2. PA to Controller of Examinations BISE Peshawar.
3. Assistant Secretary Registration BISE Peshawar.
4. Assistant Secretary Establishment BISE Peshawar. (put on agenda for BoG)
5. Assistant Secretary (OWS) BISE Peshawar.
6. Legal Section BISE Peshawar.
7. Incharge ICT Dev Cell BISE Peshawar
8. Incharge Computer Cell BISE Peshawar
9. Record Section BISE Peshawar.
10. All concerned.

Please ensure access to the Registration Section for such corrections in computerized record (online / offline).