

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 Gazette Officer in case of Private and those candidates who shifted to Pakistan from Institutions Abroad, along with prescribed fee (Correction fee shall be charged as notified by the Board from time to time 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 and 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 by Director (Registration) on the basis of valid entries made in the SSC Result Card/Certificate issued by the 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, where after fee shall be charged as per schedule.

4. Exemption of Examinations/Registration Fee for Orphans as per eligibility criteria of an orphan who belongs to a poor family.

5.
 - a. Irrational date of Birth may be corrected subject to verification of calendar, along with valid supporting document(s).
 - b. Un-natural gap in date of births of real brothers/sisters will be rectified up to maximum of one year on the basis of all or any documents like NADRA Registration Record, Birth Certificate, Passport, Domicile etc. subject to their verification.

6. The Director (Registration) will allow corrections before issuance of result card of SSC Part-II and the Chairperson will be competent to allow such corrections after issuance of the result. However, minor spelling adoption not affecting the Name/Father's Name shall also be allowed at One Window Cell (OWC) for visitors on the spot.

7. A candidate may file an appeal/review 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/review 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 following documents to the satisfaction of the Board:

NADRA Registration Record, Passport, Domicile etc. provided these documents have been issued before passing SSC Examination and Birth Certificate issued (at any date) by Union Council/Cantonment Board/Municipal Corporation/Government Hospital with Normal Entry (recorded within two years of birth of candidate) subject to verification from the Department concerned.

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/Embassy of Pakistan 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. A candidate may change his/her name; however, 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 and/or addition/ deletion of surname, caste, designation etc in Name/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 (Correction fee shall be charged as notified by the Board from time to time per candidate per annum). Following are the different categories and their requirements:

a. **Substantial/major change in Name of candidate**

The candidate will provide the following documents along with application form in case of substantial/major change in Name:

- i. Original cutting of advertisements showing particulars of both previous and desired Name along with applicant's recent photographs in two National Daily Newspapers one (01) in English and one (01) in Urdu language.
- ii. An affidavit to the effect of change duly attested by a Magistrate Class-I/ Embassy.
- iii. All or any of the documents/evidence like NADRA Registration Record, Passport, Domicile and Birth Certificate etc.

b. **Addition/deletion of surname, caste, designation etc. with the name/father's name of the candidate**

The candidate will provide the following documents along with the application form for addition/deletion of surname, caste, designation etc with Name/Father's Name:

- i. Affidavit to the effect of addition/deletion duly attested by the Magistrate Class-I/Embassy.
- ii. All or Any supporting documents like NADRA Registration Record, Birth Certificate, Passport, Domicile etc.

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/ Embassy along with additional Certificate from the Heads of recognized Religious Institutions both previous and current 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 by the concerned Head of Department on production of an affidavit attested by the

Notary Public to the effect of the said correction. However, correction/change in students' particulars (name/father's name/date of birth/gender/picture, etc) shall be made without fee in respect of newly registered regular students of class 9th and 11th year for the period between the date issuance of Registration Cards and a week before issuance of Roll Number Slip. The designated officer of Registration Department of FBISE shall authenticate/ verify the data received (through online portal or physically), and insert the necessary approved correction(s) in the database. No. institution or individual candidate shall unilaterally access and alter the database.

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 for a period of 02 years comprising the followings:

- i. Director (Registration), FBISE as Convener (Ex-Officio)
- ii. One Director/Controller of Examinations, FBISE, nominated by the Chairperson FBISE.
- iii. Officer In-charge (Legal Cell) FBISE, as member (Ex-officio); and,
- iv. Principal/Head of affiliated institution, nominated by the Chairperson FBISE.

The committee shall submit their recommendation on the cases involving the following nature of corrections:

- i. Substantial/major change in name or father's name of candidate.
- ii. Change/correction in Date of Birth;
- iii. Change of post result photograph; etc

In case of disagreement amongst the members of the committee, 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.