



GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

S.S.L.Cs-H.S.Cs and H.S. (Multipurpose) Cs-Correction of Date of Birth- Revised Rules-Issued.

EDUCATION DEPARTMENT

G.O.Ms.No. 1263, Edn.

Dated: 6-5-1961,  
Read the following:

- i) G.O.Ms.No. 360, Law (Legal Assistance) dt. 14-6-1955.
- ii) G.O.Ms.No. 248, Law Dept, dt. 25-6-1957.
- iii) Notification No. 1373, Edn., dt. 3-10-1956.
- iv) From the Director of Public Instruction, Lr. Rc. No. 609/S4/58, dt. 3-7-59.

ORDER: **APUS**

The following notification will be published in the 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 (Multipurpose) 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 a 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 Certificates, Higher Secondary Certificate or Higher Secondary (Multipurpose) Certificate shall be addressed to the Government through the Director of Public Instruction and the Head of the School in which the person to whom the application relates last studies.

2. The application may be preferred by the person concerned or by his or her father or mother, or by his or 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-1) 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-D) of the father or mother or guardian, if both the 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.

d) The secondary School Leaving Certificate 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 Admissions of the School concerned containing the entries relating to the name, surname, address, name of parents 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 (d) 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 or 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) and (d) of rule 3 above (if available) the Head of the School shall, after enclosing the documents in original mentioned in Clause (f) and the certified extract mentioned in clause (e) of the said rule (if available), submit it immediately to the Director of Public instructions, 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. Claims based merely on horoscopes shall under no circumstances be entertained.

## SECTION - B

Rules for the correction of the Date of Birth in School Records, other than completed Secondary School Leaving Certificates or Higher Secondary Certificates or Higher Secondary (Multipurpose) Certificates.

An application for the correction of the date of birth in the School Records, that is other than completed Secondary School Leaving Certificates 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 Heads of the School in which the pupil is studying :

Class of Cases	Authority competent to pass orders for the correction of date of birth
a) Application in the case of pupils studying in the Primary Classes	District Educational Officer, concerned.
b) Application in the case of pupils studying in the Lower Secondary Classes	The Regional Deputy Director of Public Instruction concerned or, the Inspectress of Girls' schools concerned as the case may be (vide Govt. Memo No. 4006/E1/ 61-3.Edn.dt. 28-11-1961).
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 or girl) or by his or her guardian, if both the parents are not alive.

3. The documents mentioned in clauses (a), (b), (c), (e) 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 Head Master shall submit it along with the attached documents to the District Educational Officer, Regional 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 application after making or ordering such enquiry as he considers necessary.

6. No application for the correction of date of birth in the School Records shall ordinarily be entertained after a period of two years from the date of 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.

Provided that in the case of persons admitted to the Schools prior to the date of issue of these rules, the period of two years shall be reckoned from such date (vide Govt. memo. No. 5162/E1/61-4, dt 4-1-1962).

### 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 Certificates or Higher Secondary Certificates or Higher Secondary (Multipurpose) Certificates.

1. No application shall be entertained by the Government or any officer of the Education Department for the correction of the entries relating to name, father's name, caste, religion etc., in the completed Secondary Certificates of 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 go however, arrange to notify at his or her own cost, any such change of name, father's name castes, 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 certificate or the school records as a result of the notification referred to in the rule 2 above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.P.L. GWYNN  
Secretary to Government

### ANNEXURE -I

#### Declaration Regarding the Total Number of Children Born to the Parents

I \_\_\_\_\_ parent/guardian or \_\_\_\_\_ on whose behalf an application has been preferred for correction of date of birth do hereby solemnly and sincerely affirm/swear that the list of children mentioned in the schedule appended hereunto comprises the total number of children born to me \_\_\_\_\_ as on \_\_\_\_\_.

\* State here the name of the parent if declaration is being signed by guardian.

### SCHEDULE

S.No.	Name of the Child	Date of birth
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Solemnly affirmed or sworn \_\_\_\_\_ this day \_\_\_\_\_ before me.

\* The contents of this affidavit (or solemn affirmation) have been first truly and audibly read over to the parent/guardian in \_\_\_\_\_ (language) he being un-acquainted 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, authority or other person before whom this is affirmed or sworn.

\* This has to be used when the deponent is un-acquainted with the language of the affidavit or is blind or illiterate.

#### ANNEXURE-II

I.....parent/ guardian of ..... do solemnly and sincerely affirm/ swear that the extract of date of birth dated ..... issued by the \* ..... relates to my son/daughter/ward only and none else.

\* Here state the office which issued the birth extract.

Station:  
Date :

**Signature of Thumb impression  
of father or guardian**

Solemnly affirmed or sworn ..... this day ..... before me.

\* The contents of this affidavit (or solemn affirmation) have been first truly and audibly read over to the parent/ guardian in ..... (language) he being un-acquainted with the language (or being blind) who appeared perfectly to understand the same and make his thereto (or signed the same, in my presence.)

Signature and designation of Officer, authority or person before whom this is affirmed or sworn.

@ This has to be used when the deponent is un-acquainted with the language of the affidavit or is blind or illiterate.