केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
क्षेत्रीय कार्यालय, भुवनेश्वर
REGIONAL OFFICE, BHUBANESWAR

F.CBSE/RO/BBSR/M&M/2026/ Date: 09.11.2026

Subject: Urgent: Special Drive for Demographic Corrections in CBSE Certificates (12th to 19th November 2026)

Dear Principal / Head of the School

The CBSE Regional Office, Bhubaneswar, is conducting a **Special Drive from 12th November 2026 to 19th November 2026 to clear all pending Demographic correction cases** in student certificates. This Drive is only for those students who already Appeared. This drive is not for the appearing students.

Schools and candidates can choose either of the following two methods to clear their pending anomalies during this period:

Option 1: In-Person (On-the-Spot Approval)

- Approach the CBSE Regional Office, Bhubaneswar, in person between **12.11.2026 and 19.11.2026, Working Hours Working Days** .
- Submit all required documents directly to the desk for **on-the-spot verification and instant approval**.

Option 2: By Post/ email (Speedy Approval)

- Schools or candidates who cannot visit the office physically may send their **complete set of required documents via post/courier/Mail** mm robbsr@cbseshiksha.in
- Applications/Supporting documents received before 19.11.2026 by post during this drive window will be processed under priority for **speedy approval**.

Required Documents (Ensure completeness before submission), All documents duly attested by the principal:

- Duly filled correction application form forwarded by the school principal.
- Copy of the student's valid Aadhaar Card (or relevant biometric identification document).
- Relevant school records showing the correct data (Admission & Withdrawal Register excerpt) Transfer Certificate.
- Copy of certificate and mark sheet requiring the correction.
- Class IX/XI Registration details, Copy of LOC class X/XII in case of photo correction.

Category wise detail of supporting documents:
Here is the checklist of the complete documents required for CBSE certificate corrections, classified strictly by the type of correction requested.

All applications must be duly forwarded by the Head of the Institution (Principal).

1. Typographical/Spelling Corrections (Aligning with School Records)

Use this list if the candidate's, father's, or mother's name requires minor spelling updates to match what is written in the school's Admission Register.

- **Standard Application Form:** Duly signed by the candidate/parent and attested by the School Principal.
- **Admission Form:** True copy of the original school admission form filled out by the parents at the time of initial admission (duly attested by the Principal).
- **Admission and Withdrawal Register (AWR):** Attested photocopy of the exact page of the school's AWR showing the student's entry line.

Contd...

प्लॉट सं. - 4 (Pt.), शैलश्री विहार, चंद्रशेखरपुर, भुवनेश्वर, जिला- खुर्दा, ओडिशा- 751021
Plot No: 4 (Pt.), Sailashree Vihar, Chandrasekharpur, Bhubaneswar, Dist- Khurda, Odisha- 751021
फोन / Telephone- 0674- 2721812, ई-मेल/ E-mail- rocbsebbsr@rediffmail.com

- **Previous School Documents:** True copy of the Transfer Certificate (TC) or School Leaving Certificate from the previous school, submitted during admission.
- Copy of faulty Marksheet and Passing Certificate issued by CBSE.
- **School Forwarding Letter:** A formal request on the school letterhead stating the typographical error and requesting the correction.

2. Major Name Change (Not Matching Original School Records)

Use this list if a candidate or parent has completely or significantly changed their name after admission/examination.

- **Gazette Notification:** Original copy of the official Government Gazette publication notification showing the legal change of name.
- **Newspaper Clippings:** Original cuttings of the public notices published in two leading daily newspapers (one local vernacular language and one English daily).
- **Affidavit:** An original court affidavit sworn before a First Class Magistrate / Notary Public detailing the change of name.
- **School Record Updates:** Proof that the school has updated the student's name in its internal registers following due procedure.
- **The Copy of** CBSE Marksheet and Passing Certificate.

3. Date of Birth (DoB) Corrections

All DoB applications must be submitted strictly within the valid timeline outlined by CBSE guidelines.

- **Standard DoB Correction Format:** Duly filled and verified format signed by the Principal.
- **Birth Certificate:** Attested copy of the Birth Certificate issued by the Municipal Authority, Gram Panchayat, or competent government body (submitted at the time of initial admission).
- **School Admission Form:** True copy of the student's primary Class-I or initial admission form.
- **Admission and Withdrawal Register (AWR):** Attested portion of the relevant page of the AWR showing the DoB record entry.
- **Previous School TC:** The School Leaving Certificate / Transfer Certificate of the previous institution submitted during enrollment.
- Attested copy of CBSE Marksheet and Certificate displaying the wrong date of birth.
- Undertaking: Stating the age of first admission and passing out in 10th and that the age will be legally valid after correction.

Please note:

Original Board Documents: Originals will be called as and when required. Please do not deposit original till specifically asked.

Please ensure all concerned students and parents are notified immediately so they can leverage this special window.

Required formats are attached for your use

Warm regards,

9/11/26

ललित कुमार हिमांशु
Lalit Kumar Himanshu
अवर सचिव
Under Secretary
केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education
क्षेत्रीय कार्यालय,भुवनेश्वर (ओडिशा)
Regional Office Bhubaneswar (Odisha)

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जन्म तिथि में संशोधन के लिए प्रपत्र

विद्यालय के प्राचार्य द्वारा प्रस्तुत किया जाए।

FORMAT FOR CORRECTION IN DATE OF BIRTH

TO BE SUBMITTED BY THE PRINCIPAL OF THE SCHOOL

1. विद्यार्थी का नाम :
   NAME OF THE CANDIDATE .....

2. माता जी का नाम :
   NAME OF THE MOTHER .....

3. पिता जी का नाम :
   NAME OF THE FATHER .....

4. उस विद्यालय का नाम जहाँ से जन्म तिथि ठीक करने के लिए अनुरोध अग्रेषित किया जा रहा है
   Name of the School from where the request for date of birth is being forwarded .....

5. प्रारम्भिक कक्षा, जिसमें पहली बार विद्यालय में प्रवेश लिया
   Initial Class, in which first time admitted in this school .....

6. उस विद्यालय का नाम जहाँ विद्यार्थी ने पहली कक्षा में प्रवेश लिया था
   Name of the school, where the candidate was admitted in Class-I .....

7. निम्न के अनुसार जन्म तिथि
   Date of Birth as per :

   (क) कक्षा- I में प्रवेश फार्म (प्रतिलिपि विधिवत् साक्ष्यांकित कर संलग्न की जाए।)
   (a) Admission Form in Class-I (copy duly attested to be attached.) .....

   (ख) कक्षा-1 में प्रथम विद्यालय में प्रवेश और नाम निकासी से सम्बन्धित रजिस्टर (विधिवत् रूप से साक्ष्यांकित प्रतिलिपि संलग्न की जाए।)
   (b) Admission & Withdrawl Register at the first school in class-1(copy duly attested to be attached.) .....

   (ग) स्थानान्तरण प्रमाण-पत्र संख्या एवं तिथि यदि प्रथम विद्यालय के स्थानान्तरण पर प्रवेश दिया गया हो। (सांक्ष्यांकित प्रतिलिपि संलग्न की जाए।)
   (c) Transfer Certificate (No. and date if admitted on transfer from 1st school (copy duly attested to be attached). .....

(घ) वर्तमान विद्यालय में प्रथम प्रवेश फार्म (साक्ष्यांकित प्रतिलिपि संलग्न की जाए।) .....

(d) First Admission form in the present school (copy duly attested to be attached) .....

(ङ) वर्तमान विद्यालय में प्रवेश और नाम/निकासी से सम्बन्धित रजिस्टर (साक्ष्यांकित प्रतिलिपि संलग्न की जाए।) .....

(e) Admission and withdrawl Register in the present school (copy duly attested to be attached) .....

(ढ) कक्षा दसवीं की परीक्षा के लिए उपस्थित होने हेतु बोर्ड/क्षेत्रीय कार्यालय को प्रस्तुत विद्यार्थियों की सूची की कार्यालय प्रति। (साक्ष्यांकित प्रतिलिपि संलग्न की जाए।) .....

(f) Office copy /attested copy of the list of candidate submitted to the Region/ Board at the time when the candidate appeared for class X examination. (copy duly attested to be attached) .....

(ट) जिस वर्ष परीक्षा में उपस्थित हुआ उसका अनुक्रमांक एवं वर्ष : .....

(g) Roll No. & Year in which appeared .....

8. (क) अशुद्धि का विवरण : .....

(a) Details and nature of the mistake .....

(ख) अशुद्धि का कारण एवं दशा :

(b) Cause and stage of the mistake .....

(ग) संशोधन के लिए पहले की गई कार्रवाई का विवरण तिथि सहित। .....

(c) Earlier action undertaken for its correction date and details .....

9. (क) अशुद्धि के क्या कारण हैं : .....

(a) What are the reasons for the mistake. .....

(ख) क्या स्थानान्तरण प्रमाण-पत्र प्रवेश एवं निकासी रजिस्टर से विवरण उतारते समय : .....

(b) Whether at the stage of transference of particulars to the admission & withdrawl Register to Transfer Certificate. .....

(ग) क्या स्थानान्तरण प्रमाण-पत्र में प्रवेश एवं नाम निकासी रजिस्टर से विवरण उतारते समय : .....

(c) Whether at the stage of transference of particulars from the admission & withdrawl Register to Transfer Certificate. .....

(घ) क्या बोर्ड को विद्यार्थियों की सूची भेजते समय : .....

(d) Whether while sending the list of candidates to the Board. .....

(ङ) क्या सी. बी. एस. ई. द्वारा भेजी गई नामावली की जाँच करते समय : .....

(e) Whether at the stage of checking of nominal rolls supplied by the C.B.S.E. .....

10. इस प्रकार की त्रुटि की पुनरावृत्ति न हो इसके लिए क्या कदम उठाए गए हैं : .....
What steps have been taken to ensure that such mistake (s) is/are not repeated ? .....

11. गलती करने वाले कर्मचारी के विरुद्ध क्या कार्रवाई की गई है : .....
What action has been taken against the erring official? .....

12. प्राचार्य की सामान्य टिप्पणी :
General observation of the Principal .....

संलग्नक : Encls :

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....

प्राचार्य के हस्ताक्षर Signature of the Principal

प्राचार्य का नाम :
Name of the Principal.

रबड़ की मोहर :

Rubber stamp

परीक्षा विद्यालय की संख्या :
Exam. School No.

दूरभाष संख्या :
Tele No.

पिन कोड :
Pin Code

मामले की विस्तार से जाँच की गई/ विद्यार्थी द्वारा अपेक्षित दस्तावेज विधिवत् रूप से साक्ष्यांकित करवाने के पश्चात् प्रस्तुत किए गए हैं और यह प्रस्तुत किया जाता है कि यह त्रुटि विद्यालय/बोर्ड के स्तर पर हुई है तथा बोर्ड/विद्यालय द्वारा गलती करने वाले कर्मचारी के विरुद्ध जिम्मेदारी निर्धारित की गई है अथवा गलती पर खेद प्रकट किया गया है। चूँकि त्रुटि कार्यालय स्तर पर हुई है,अतःमास्टर/कु---------- की जन्म तिथि के सम्बन्ध में संशोधन ---------- से ---------- करने की अनुमति प्रदान कर दी जाए। इस मामले की प्रविष्टि जन्म तिथि संशोधन रजिस्टर के क्रम संख्या ---------- पर कर दी गई है।

The case has been examined in detail. The candidate has furnished the required documents duly attested and it is submitted that the mistake occured at the level of the schools/Board and the school/Board has fixed the responsibility on the erring official or has regretted the mistake. Since the mistake is an official one, the correction in date of birth in respect of Master/ Miss ..... from ..... to ..... may kindly be allowed. The case has been entered in the date of birth correction register at Sl. no.

सम्बन्धित सहायक	मुख्य सहायक	अनुभाग अधिकारी	सहायक सचिव
Dealing Asstt.	H.A.	S.O.	Asstt. Secy.

मैने मामले की जाँच स्वतन्त्र रूप से कर ली है और प्रस्तुत की गई टिप्पणीयों से मैं संतुष्ट हूँ अतः कार्यालय द्वारा प्रस्तावित जन्म तिथि में संशोधन करने की अनुमति प्रदान करने के लिए सिफारिश करता हूँ ।

I have examined the case independently and am satisfied with the documents produced and therefore recommend the case for allowing the correction in DOB as proposed by the office

क्षेत्रीय अधिकारी, दिल्ली
Regional Officer,Delhi
(To make speaking order &
to attest entry in the register)

नियमों को ध्यान में रखते हुए इस मामले की पुनः जाँच कर ली गई है और प्रस्तावित संशोधन सही है तथा इसकी अनुमति प्रदान कर दी जाए। जन्म तिथि रजिस्टर के क्रम संख्या ---------- में प्रविष्ट कर दी गई है।

case has been examined in the light of rules. The correction produced in order and may be allowed. Entry Made in the DOB Register at Sl.No. .....

डेस्क अधिकारी	संयुक्त सचिव (गुप्त)	परीक्षा नियंत्रक
Desk Officer	Jt. Secy. (C)	C.E.

Mandatory Performa to be sent by the School alongwith School Records.

1	Name of the School & School Code	
2	Affiliation Number	
3	Name of the Candidate	
4	Candidate Roll No. & Passing Year	
5	Required Correction/Change sought	
6	Reason for Correction/Change	
7	First date & Class of Admission in School	
8	What document(s) were provided at the time of Admission (Please enclose attested copy)	
9	Copy of Admission Form	
10	Copy of TC, if from another School	
11	Copy of AWR (Clear & Attested)	
12	Copy of LOC (Clear & Attested)	
13	If change in School records, please explain why the same is done & on whose request	
14	Please also specify whether any prior approval from Board was sought & whether for changed particular has been made. Please specify reply clearly issue wise	
15	Comments of the School for Change	
16	What future action/measure have been taken for such mistakes	
17	Why the case at this belated stage	
18	Whether Parents were made aware about the important of particulars at the time of registration & filling LOC. Give your remarks.	
19	Provide any other document(s) in your records which show that mistake is not at the part of the School.	

I _____ Principal/Head submit the attested documents and undertake that information given above is true & as per records & nothing has been hidden/concealed. I shall be liable for any action as per law of concealment of any information.

Manager

Signature & Seal of the School Head

CASE NO:

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: BHUBANESWAR 751021

PHOTO CORRECTION FORMAT FOR CORRECTION OF CANDIDATE'S PHOTOGRAPH TO BE SUBMITTED BY THE SCHOOL PRINCIPAL

01	Name of the Candidate	
02	Name of the Mother	
03	Name of the Father	
04	Roll No. of the candidate with year of passing	
05	ONE PHOTOGRAPH OF THE CANDIDATE TAKEN DURING THE REGISTRATION OF CLASS IX / X TO BE PASTED IN BOTH THE BOXES GIVEN BELOW : PHOTOGRAPH **WITHOUT** PRINCIPAL'S ATTESTATION	PHOTOGRAPH **WITH** PRINCIPAL'S ATTESTATION
06	What is the reason for the mistake ?	
07	General Observation of the Principal	

NAME OF THE PRINCIPAL : WITH SEAL & SIGNATURE

SCHOOL NO :

TELEPHONE WITH STD :

MOBILE :

[School Name]

MINIMUM AGE ELIGIBILITY DECLARATION

(To be printed on School Letterhead attested by School Principal)

TO WHOM IT MAY CONCERN

I, _____ **Principal of School** hereby certify following Candidate was a former/present student of our school during the following periods and **he/she** has fulfilled the minimum age criteria for taking admission in Class- I and passing Class-X respectively.

1. Name of the candidate: _____
2. Roll No. & Passing Year: _____
3. Date of Birth: _____
4. Date of admission as per AWR:_____
5. Age of candidate calculated from correct DOB at the time of admission in **Class-I:** _____ years.
6. Age of candidate calculated from correct DOB at the time of admission in **Class-X:** _____ years.

This declaration is made in accordance with the existing minimum age prescribed by the Directorate of Secondary Education/Notification issued by the State Govt.

We affirm that the above-mentioned details are true and best of our knowledge as per available School Records. The provided DOB certificate records have been verified by the school from the authentic source.

Date: **Seal & Signature of the Principal**

Place: