

Kendriya Vidyalaya Sangathan



Standard Operating Procedure for Processing Requests for change/correction of Date of Birth of a Student in a time bound manner.

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Standard Operating Procedure for Processing Requests for change/correction of Date of Birth of a Student

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for change/correction of Date of Birth of a Student.	
Applicability	SOP shall apply to all KVs	
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Standard Operating Procedure for Processing Requests for change /correction of Date of Birth of a Student.

1. Objective

To establish a uniform, transparent, accountable, and time-bound procedure for processing requests for the change/correction of the Date of Birth (DOB) of a student in school records, adhering to the KVS Education Code and statutory regulations.

2. Scope

This SOP shall apply to all Kendriya Vidyalayas for processing requests received from a student / parent of a student of KV for:

- Correction of clerical/typographical errors in the Date of Birth in school records.
- Change of Date of Birth based on genuine, verified civil registration records.
- Any related personal particulars maintained in school records regarding birth details.

3. Governing Provisions

All requests shall be processed in accordance with:

- **Article 103** of the KVS Education Code (Change of Date of Birth).
- **Article 104** of the KVS Education Code (Rules for Correction of Date of Birth).
- CBSE Examination Bye-laws / Guidelines on Date of Birth correction.
- Registration of Births and Deaths Act, 1969.
- Orders and instructions issued by KVS Headquarters from time to time.

4. Applicability

This SOP shall apply to all Kendriya Vidyalayas (KVs) and KVS Regional Offices (ROs) involved in the processing, verification, recommendation, and approval of applications for Date of Birth correction/change.

5. General Principles

- Requests for change/correction in the Date of Birth are generally discouraged, as details are entered at the time of admission based on verified original documents (e.g., Birth Certificates).
- All details related to the student's DOB should be thoroughly verified and executed before a student reaches Class IX, to avoid discrepancies during the CBSE Board registration process in Class IX.
- The Principal of the concerned KV must be completely satisfied with the genuineness and legality of the request for changes in details related to the student before moving forward.
- Any approved correction is considered final; it cannot be corrected again in the future.
- Details entered in the official Birth Certificate issued by the competent authority (Municipal Corporation).

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6. Documents Required

Based on Articles 103 and 104 of the KVS Education Code provided, the documents and procedural requirements needed to apply for a correction or change in a student's Date of Birth (DOB).

1. Prescribed application form in the prescribed proforma (Appendix XXXIV) of KVS education code, duly completed and submitted in duplicate.
2. An affidavit sworn before a First Class Magistrate declaring the correct date of birth of the student, indicating the date of marriage of the parent/guardian, furnishing the dates of birth of all children born to the parent/guardian, whether living or deceased, and containing an undertaking that the date of birth furnished therein shall not be altered at any subsequent date.
3. For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.
4. A copy of the First Admission Form duly filled in and signed by the parent/guardian at the time of the student's initial admission to the Vidyalaya.
5. The original Transfer Certificate (TC) from the previous Vidyalaya or recognized institution, wherever applicable, reflecting the original entry of the student's date of birth.
6. Prior written sanction from the Central Board of Secondary Education (CBSE), wherever applicable, if the candidate's application for the Class X or Class XII Board Examination has already been submitted to CBSE or a CBSE Board Qualifying Certificate/Marksheet has already been issued.

7. Responsibility and Accountability

Principal:

Verify the application and supporting documents thoroughly; ensure the proof of date of birth is satisfactory; preserve original proof in school records; record reasons in writing where only an affidavit is accepted; forward the case to the Chairman, VMC. Ensure date of birth is correctly entered in all records.

The Principal may dispose of cases involving clerical, spelling or typographical corrections supported by original admission documents

Accountable for proper verification, safe custody of records, accurate entries in registers, certificates and examination records, and compliance with KVS rules

Chairman, Vidyalaya Management Committee (VMC):

Examine the proposal. If satisfied that the incorrect entry was due to a bona fide mistake by the parent/guardian, recommend the change to the Regional Office under his/her signature

Accountable for ensuring that only genuine cases are recommended and that the recommendation is based on recorded satisfaction

Assistant Commissioner / Deputy Commissioner (Regional Office):

Consider the recommendation of the Chairman, VMC and decide whether to approve or reject the request. Communicate the decision to the Principal.

Accountable for taking a reasoned decision in accordance with KVS rules and maintaining consistency in approvals.

CBSE :

If the candidate's application for a Board examination has already been submitted to the CBSE or a Qualifying Certificate has been issued, no alteration can be made in the Vidyalaya records without obtaining the **prior sanction of the Central Board (CBSE)**.

Accountable for authorizing any post-certification correction as per CBSE rules.

8. Procedure Timeline and Responsibilities

Note: 'T' denotes the date of receipt of the application for Minor correction of name of a student and / or parents of a student at KVs.

Sl. No.	Activity	Responsibility	Timeline (working days)
1	Receipt, diarization, and registration of application for DoB correction.	Dealing Assistant (Diary & Dispatch) – JSA	T
2	Primary examination of application, document verification against admission registers, first admission form, and CBSE status.	Admission In-charge / JSA / SSA (Office)	T + 2 Working Days
3	Scrutiny by Principal, preparation of detailed verification note, and submission of case file to the Chairman, VMC.	Principal	T + 4 Working Days
4	Review of file by Chairman, VMC, and endorsement of specific recommendation under their own signature.	Chairman, VMC	T + 8 Working Days
5	Forwarding of complete proposal file with Chairman VMC recommendation to the KVS Regional Office.	Principal	T + 9 Working Days

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Sl. No.	Activity	Responsibility	Timeline (working days)
6	Scrutiny and examination of proposal at Regional Office under governing KVS / CBSE rules.	Dealing Assistant / Section Officer (Acad/Admn), RO	T + 14 Working Days
7	Decision and issue of formal sanction/rejection order.	Assistant Commissioner / Deputy Commissioner, RO	T + 16 Working Days
8	Updation of Records and Communication to the Applicant as per the decision and the formal sanction/rejection order received from the Regional Office.	Principal	T + 20 Working Days

9. Important Instructions

a. Updation of Records

Upon approval, necessary corrections shall be made in:

- Admission Register
- Student Information System
- UDISE Records
- Examination Records
- Transfer Certificate Records and
- Any other relevant school records.

b. Communication to the Applicant

The decision shall be communicated to the parent/guardian in writing. Where the request is rejected, reasons for rejection shall be recorded and communicated.

10. Review

These SOPs shall be reviewed periodically by KVS Headquarters. Amendments may be issued from time to time in view of:

- Changes in Government policies;
- Judicial pronouncements;
- Statutory requirements;
- Administrative necessities.

The latest approved version issued by KVS Headquarters shall supersede all previous instructions on the subject to the extent of inconsistency.

2. In case of any ambiguity, inconsistency, or dispute regarding interpretation or application of any provision of this SOP, the matter shall be referred to KVS Headquarters for clarification. The decision of the Commissioner, Kendriya Vidyalaya Sangathan (HQ) shall be final, conclusive, and binding on all units and offices under KVS.