

Kendriya Vidyalaya Sangathan



Standard Operating Procedure for Processing Requests for the Name Correction (Major Correction)/ Change of the Name of a Student and/or the Student's Parent(s) (Mother and/or Father) in a Time-Bound Manner

Standard Operating Procedure for Processing Requests for the Name Correction (Major Correction)/ Change of the Name of a Student and/or the Student's Parent(s) (Mother and/or Father)

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Processing Requests for the Name Correction (Major Correction)/ Change of the Name of a Student and/or the Student's Parent(s) (Mother and/or Father).	
Applicability	SOP shall apply to all KVs and all ROs	
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Standard Operating Procedure for Processing Requests for the Name Correction (Major Correction)/ Change of the Name of a Student and/or the Student's Parent(s) (Mother and/or Father).

1. Objective

To establish a uniform, transparent, accountable and time-bound procedure for processing requests relating to the Name Correction (Major Correction)/ change of name of a student and / or the Student's Parent(s) (Mother and/or Father).

2. Scope

This SOP shall apply to all Kendriya Vidyalayas for processing requests received from student / parents of student of KV for Major correction/ change in:

- Student's Name;
- Father's Name of the Student;
- Mother's Name of the Student;

Any related personal particulars maintained in school records.

Governing Provisions

All requests shall be processed in accordance with:

- KVS Admission Guidelines;
- KVS Education Code;
- CBSE Examination Bye-laws;
- Registration of Births and Deaths Act, 1969;
- Orders and instructions issued by the Government of India; and
- Any other instructions issued by KVS from time to time.

3. Applicability

This SOP shall apply to

- All KVS Regional Offices to process the cases forwarded to them by KVs of their region for processing requests relating to major correction or change of name of the student and / major correction or change of name of the father of the student / major correction or change of name of the mother of the student; and
- All Kendriya Vidyalayas (KVs) involved in the processing of applications received from student / Parent of the student / Guardian of the Student for requests relating to major correction or change of name of the student and / major correction or change of name of the father of the student / major correction or change of name of the mother of the student.

4. General Principles

- Requests for name changes or spelling corrections are generally discouraged, as details are entered at the time of admission based on verified documents (e.g., Birth Certificates).
- All details related to student should be thoroughly verified and executed before a student reaches Class IX, to avoid discrepancies during the CBSE Board registration process in class IX.

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- The Principal of the concerned KV must be completely satisfied with the genuineness and legality of the request for changes in details related to student before moving forward.
- Any approved change is considered final; it cannot be changed again in the future.

The request for any change in name/spelling error shall be discouraged because the details are entered in school records after being duly verified and certified by parents and then the school authority. At the time of admission, due care should be taken by both parties (parents and the Vidyalaya concerned) while entering the details pertaining to the child as well as parents in Vidyalaya records. The same must be shown to the parents instantly for ratification, so that the need for change in school records does not arise in future. Copies of supporting documents indicating exact details as entered in school records must be maintained. Details entered in the Birth Certificate should be treated as the authentic record.

5. Documents Required

To initiate processing of requests relating to major correction or change of name of the student and / major correction or change of name of the father of the student / major correction or change of name of the mother of the student, parents must submit a formal application to the Principal with the following documents:

- A written request from the parent (preferably both parents)
- An affidavit sworn before a First Class Magistrate / Judicial Magistrate or equivalent affirming that both versions pertain to the same individual and that the correction requested is/are final.
- In the case of Government employee, a certified proof from the employer/service record showing the name as recorded in the official service records of the parent.
- Copy of the Gazette notification
- Copy of Aadhaar card of the student.
- Copy of valid government ID proofs like Voter ID/ Aadhaar / PAN Card.

6. Responsibility and Accountability

a. Principal:

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

b. Section Officer / Administrative Officer at KVS (RO):

SO/AO will check the correctness of the facts and reply.

c. Deputy Commissioner/Competent Authority

Cases involving substantive changes requiring approval beyond the powers of the Principal shall be forwarded to the Regional Office with complete records and specific recommendations. The Deputy Commissioner will verify and will take final decision on recommendations of SO/AO.

d. 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.

e. 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.

7. Procedure Timeline and Responsibilities

Note: 'T' denotes the date of receipt of the application for correction or change of name of the student and / correction or change of name of the father of the student / correction or change of name of the mother of the student at KVS Regional Office/KVs.

7.1 Application received at KV

Sl. No.	Activity	Responsibility	Timeline (working days)
1	Processing at KV – Level: - Receipt, diarization, and registration of application.	Dealing Hand who maintains Dispatch & Diary Register – JSA	T
2	Processing at KV – Level: - Examination of application for major correction / change of name of the student / parents of the student.	Admission In-charge - PGT / TGT/ PRT to whom duty has been assigned by the Principal of KV	T + 1 Working Day
3	Processing at KV – Level: - Verification of facts, examination of records as per relevant rules/policies before forwarding to RO for approval and permission: - 1. Application received for major correction / complete change of the student's name shall be processed only on the basis of legally valid documents such as Gazette Notification, Court Order or other prescribed documents, shall be forwarded to RO for approval and permission.	Principal	T + 3 Working Days (Including time taken in sending letter to RO along with all relevant documents via email)

Sl. No.	Activity	Responsibility	Timeline (working days)
	2. Application received for major correction in the name of father and/ mother shall be processed only on the basis of legally valid documents such as Gazette Notification, Court Order or other prescribed documents, shall be forwarded to RO for approval and permission. 3. Change in the name of father, mother or guardian arising from adoption, legal guardianship, remarriage, judicial declaration or any other legally recognized event shall be processed on the basis of documentary evidence, shall be forwarded to RO for approval and permission. To send recommendation of the Principal supported by all facts to RO along with certified copies of admission records and documents submitted by parents at the time of admission.		
4	Processing at RO – Level: - Receipt, diarization of letter received from KV	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 4 Working Days (1 day for processing letter received from KV at RO via email)
5	Processing at RO – Level: - Examination of application for major correction / change of name of the student / parents of the student, based on inputs / facts received from KV as per relevant rules/policies.	For KVS (RO) - Assistant Commissioner/ Administrative Officer	T + 5 Working Days
6	Processing at RO – Level: - Final Record Amendment / No change in Record: - Deputy Commissioner (RO) may approve / may not approve the major correction / change of name of the student / parents of the student, based on inputs / facts received from KV as per relevant rules/policies as well as based	Deputy Commissioner (RO)	T + 6 Working Days

Sl. No.	Activity	Responsibility	Timeline (working days)
	on the recommendation of Committee of Regional Office as per rules / policies based on genuineness of the documents and facts submitted by applicant.		
7	Processing at RO – Level: - Preparation and scrutiny of draft reply	Dealing Hand who will put up file – ASO / SO	T + 7 Working Days
8	Processing at RO – Level: - Approval of draft reply.	Deputy Commissioner (RO)	T + 7 Working Days
9	Processing at RO – Level: - Issue of final reply to KV for updating records if required, and closure of case.	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 7 Working Days
10	Processing at KV – Level: - Receipt, diarization of reply received from RO	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 7 Working Days (As the decision of RO communicated to KV via email)
11	Processing at KV – Level: - Issue of final reply, updating records if required, and closure of case.	Principal	T + 8 Working Days

7.2 Application received at RO

Sl. No.	Activity	Responsibility	Timeline (working days)
1	Processing at RO – Level: - Receipt, diarization, and registration of application.	Dealing Hand who maintains Dispatch & Diary Register – JSA	T
2	Processing at RO – Level: - Examination of application for major correction / change of name of the student / parents of the student.	Dealing Hand who will put up file – JSA / SSA / ASO / SO	T + 1 Working Day
3	Processing at RO – Level: - Seeking Factual Report from concerned KV	For KVS (RO) - Assistant Commissioner/ Administrative Officer	T + 3 Working Days (Including time taken in sending letter to KV via email)

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Sl. No.	Activity	Responsibility	Timeline (working days)
4	Processing at KV – Level: - Receipt, diarization of letter received from KV	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 4 Working Days (1 day for processing letter received from KV at RO via email)
5	Processing at KV – Level: - Verification of facts, examination of records as per relevant rules/policies and from admission records and documents submitted by parents at the time of admission. To send Recommendation of the Principal supported by all facts to RO along with certified copies of admission records and documents submitted by parents at the time of admission.	Principal	T + 6 Working Days (Including time taken in sending letter to RO along with all relevant documents via email)
6	Processing at RO – Level: - Receipt, diarization of reply received from KV	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 7 Working Days (1 day for processing letter received from KV at RO via email)
7	Processing at RO – Level: - Examination of facts received from KV as per relevant rules/policies.	For KVS (RO) - Assistant Commissioner/ Administrative Officer	T + 8 Working Days
8	Processing at RO – Level: - Final Record Amendment / No change in Record: - Deputy Commissioner (RO) may approve / may not approve the major correction / change of name of the student / parents of the student, based on inputs / facts received from KV as per relevant rules/policies as well as based on the recommendation of Committee of Regional Office as per rules / policies based on genuineness of the documents and facts submitted by applicant.	Deputy Commissioner (RO)	T + 9 Working Days
9	Processing at RO – Level: - Preparation and scrutiny of draft reply	Dealing Hand who will put up file – ASO / SO	T + 10 Working Days

Sl. No.	Activity	Responsibility	Timeline (working days)
10	Processing at RO – Level: - Approval of draft reply.	Deputy Commissioner (RO)	T + 10 Working Days
11	Processing at RO – Level: - Issue of final reply to KV for updating records if required.	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 10 Working Days
12	Processing at KV – Level: - Receipt, diarization of reply received from RO	Dealing Hand who maintains Dispatch & Diary Register – JSA	T + 10 Working Days (As the decision of RO communicated to KV via email)
13	Processing at KV – Level: - Issue of final reply, updating records if required, and closure of case along with intimation of the same in writing to RO.	Principal	T + 11 Working Days

8. Important Instructions

- The biological father's name cannot be changed while he is alive unless the child has been legally adopted by someone else.

Record Keeping Guidelines

- All corrections in the Admission Withdrawal Register are made **only in red ink**.
- The old entries must be **encircled, not erased**.
- Every modification must be counter-signed by the Principal with their full name and date.

9. 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.

- 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.