

ANNEXURE-1

Format for Change in Name of Student's Personal Details in Vidyalaya Records

S.NO.	Particulars	Present Details of the students as in Vidyalaya Records	Changed details/information as sought by the student/parents (Fill relevant rows of this column)
1	Name of Student (in Capital):		
2	Class & section in which studying at present	Class: Section:	Class: Section:
3	S.R NO. of student (Scholar Register Enrolment No.)		
4	UDISE No. of the Student:		
5	APAAR ID (if generated):		
6	Class in which student was admitted in the present KV(with the Date of admission)		
7	Class in which student was admitted originally in KV with the Name of the Vidyalaya :		
8	Complete name of student's Father & Mother at the time of First admission in KV in Capital Letters :		
9	DOB of the students as per School Record (Both in digit and words)		
10	Gender of Student:		
11	Social Category of the Student (Gen/SC/ST/OBC)		
12	Name of the Mother(In Capital):		
13	Name of the Father (In Capital):		
14	Aadhar No. of the Student:		
15	Aadhar No. of the Mother :		
16	Aadhar No. of the Father :		
17	Address for communication with Contact Number and Email :		
18	Permanent Address of Parents :		
19	Reason for applying the change		

20	List of Documents attached in Support of the changes sought (Attach Copies of the relevant documents) *Kindly tickmark the attached documents*	1. An application of Parent	6. Admission Form/Attested T.C Copy/Admission Registration Form
		2. Court Order	7. Parent's Affidavit for change of Name
		3. Gazette Notification	8. Name change Publication in Newspapers
		4. Self Attested Aadharcard	9. Aadhar Cards (Student, Mother, Father)
		5. Certificate of Employer	10. Service Certificate of Parents

Declaration of Parents

I.....Father/Mother/Guardian of(Student Name) Class Section.....
Solely declare that information furnished above are true to the best of my knowledge and in case Information furnished are found incorrect at any later stage, suitable action may be taken against my Ward/me. Further, I also declare that I will not request in future for any change in the personal particulars of my ward .

Signature of Mother with Date :

Signature of Father with Date :

(Signature of both parents mandatory (If alive).....

Signature of Guardian(if both parents are not alive) with date:.....

Signature of Class Teacher

Signature of JSA/SSA

Signature of ASO

**Principal
Signature**