

BAL BHARATI PUBLIC SCHOOL, ROHINI**SOP – CHANGE OF NAME**

- An application has to be submitted to the school Principal requesting appropriate changes to be made with regard to name change of the school bonafide student.
- Application has to be submitted along with the following documents:
 - Affidavit stating the new name.
 - Copy of the newspaper advertisements where the advertisement about the name change was placed. (Advertisement about the name change of the state and the other, an English daily.)
 - Copy of Gazette notification.
- The required change, after verification should be done in the admission withdrawal register. The previous name should be crossed with a horizontal line, new name entered should be duly signed by Principal. Reference of corresponding application number should be written in remarks column.
- Change should be done in the school management system.
- Change to be notified to –
 - VP/HM
 - Class Coordinator
 - Class Teacher
 - Examination Incharge
 - CBSE Incharge (if required)
- In case a student has already passed class X, attached CBSE guidelines to be followed.

CBSE Rules of correction/change in name/DoB are as under

<p>Rules regarding Correction in Date of Birth</p>	<p>The application for correction in date of birth duly forwarded by the Head of school along with documents mentioned in byelaws 69.2(iii) shall be entertained by the Board only within one year of the date of declaration of result. No correction whatsoever shall be made on application submitted after the said period of one year.</p>
<p>Rule regarding Correction in Spelling on name/surname etc.:-</p>	<p>Correction in name to the extent of correction in spelling errors, factual typographical errors in the Candidate's name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the school record or list of candidates (LOC) submitted by the school may be made. Application for correction in name of Candidate/Father's/Mother's/ Guardian's name will be considered only within one year of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:</p> <ul style="list-style-type: none"> i. True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution ii. True Copy of the School Leaving Certificate of the previous school submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution. iii. True copy of the portion of the page of admission and withdrawal register of the school where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution

Rule regarding Change in name:	Applications regarding changes in name or surname of candidates may be considered, provided the changes have been admitted by the Court of law and notified in the Government Gazette before the publication of the result of the candidate.
-----------------------------------	--