



BOARD OF INTERMEDIATE & SECONDARY EDUCATION ABBOTTABAD

NOTIFICATION

No: 15-A/81-ESTT/BISE/ATD

Dated: 18-11-2022

The following procedure for dealing cases of correction and change in name, father name and date of birth of the candidates, is notified for the information of all concerned.

1. CORRECTION IN NAME, FATHER NAME OR DATE OF BIRTH THROUGH SCHOOL RECORD (AWR).

Where a candidate's Name, Father Name or Date of Birth is correct in school record (AWR) but not correct in record of BISE due to mistake in transfer of record from school to board, then the following procedure is to be adopted;

- Apply on the prescribed correction form.
- Bring original AWR Register of school/college, along with one set of photocopy of relevant pages attested by the Principal/Headmaster concerned & Covering letter.
- Deposit correction fee of Rs.2000/- in ABL and provide original receipt, for each correction, Name, Father Name or Date of Birth.
- Attach copy of DMC and CNIC of candidate or his father, as required by the Record Section.
- In case of any cutting or overwriting etc or any doubt the AWR will not be accepted.
- The record section is also authorized to obtain any other supporting document, such as Form B, Birth Certificate etc, for the sake of clarification.

2. CORRECTION IN SPELLING IN NAME OR FATHER NAME WHERE THE NAME OR FATHER NAME IS NOT AFFECTED.

If the correction in spelling in the name or father name of the candidate is sought, where the name or father name is not affected, such as Salim and Saleem, Akhtar and Akhter, Hameed and Hamid etc, provided the pronunciation in urdu remains as per CNIC.

The candidate has to ;

- Apply on the prescribed correction form.
- Deposit correction fee Rs.1000/- in ABL and provide original receipt.
- Attach copy of DMC and CNIC (candidate's or his father's whichever is relevant).

3. CORRECTION IN NAME OR FATHER NAME (MINOR) WHERE THE NAME OR FATHER NAME IS NOT CORRECT IN SCHOOL RECORD (AWR)

If the minor correction in the name or father name of the candidate is sought, such as addition or deletion of the words like Muhammad, Ahmad, Khan, Jan, Gul, tribe or caste etc. Provided that the principal name does not change, For instance, Muhammad Aslam to Aslam, Nasir Ahmad to Nasir, Afzal Qureshi to Afzal etc. Such corrections will be made after approval of the Assistant Secretary Certificates.

The candidate has to ;

- Apply on the prescribed correction form.
- Attach copy of CNIC (candidate's own or father's CNIC Copy).
- Deposit correction fee Rs.2000/- in ABL and provide original receipt.
- Attach copy of DMC.
- The Candidate is required to appear in person for the correction.

4. CHANGE IN NAME OR FATHER NAME (MAJOR) WHICH IS NOT CORRECT IN SCHOOL RECORD (AWR)

Where a candidate seeks major correction in his name or father name which is not correct in School Record (AWR), the candidate has to adopt the following procedure;

The candidate has to ;

- a. Apply on the prescribed correction form.
- b. Provide original court decree for the correction.
- c. Attach copy of CNIC (candidate's own or father's).
- d. Deposit correction fee Rs.3000/- in case of Name or Father Name (Rs.6000/- in case correction in required in both) in ABL and provide original receipt.
- e. Attach copy of DMC.

5. CHANGE IN DATE OF BIRTH WHICH IS NOT CORRECT IN SCHOOL RECORD (AWR)

Where a candidate seeks change in Date of birth which is not correct in School Record (AWR), the candidate has to adopt the following procedure;

The candidate has to ;


- a. Apply on the prescribed correction form.
- b. Provide original court decree for the correction.
- c. Attach copy of CNIC (candidate's own or father's).
- d. Deposit fee Rs.4000/- in ABL and provide original receipt.
- e. Attach copy of DMC.

6. CHANGE IN DATE OF BIRTH (UNNATURAL DIFFERENCE BETWEEN DATE OF BIRTH OF BROTHERS OR SISTERS)

Where a candidate seeks change in Date of birth in case of unnatural difference between ages of real brothers or sisters, the correction will be made after approval of the Assistant Secretary Certificates. The candidate has to adopt the following procedure;


The candidate has to ;

- a. Apply on the prescribed correction form.
- b. Provide copy of Form 'B' or child registration certificate or any other document required by the Record Section for such correction.
- c. Attach copy of CNIC (candidate's own or father's).
- d. Deposit correction fee Rs.5000/- in ABL and provide original receipt.
- e. Attach copy of DMC.


Secretary
BISE Abbottabad

Copy for information to:

1. Controller of Examinations BISE Abbottabad.
2. Heads/incharge of all the Sections BISE Abbottabad.
3. Webmaster, with direction to upload the notification on official website of BISE Abbottabad.
4. PS to Chairman BISE Abbottabad.
5. PA to Secretary BISE Abbottabad.


Secretary
BISE Abbottabad.