केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
क्षेत्रीय कार्यालय, भुवनेश्वर
REGIONAL OFFICE, BHUBANESWAR

F.CBSE/RO/BBSR/M&M/2026/ Date: 09.11.2026

Subject: Urgent: Special Drive for Demographic Corrections in CBSE Certificates (12th to 19th November 2026)

Dear Principal / Head of the School

The CBSE Regional Office, Bhubaneswar, is conducting a **Special Drive from 12th November 2026 to 19th November 2026 to clear all pending Demographic correction cases** in student certificates. This Drive is only for those students who already Appeared. This drive is not for the appearing students.

Schools and candidates can choose either of the following two methods to clear their pending anomalies during this period:

Option 1: In-Person (On-the-Spot Approval)

- Approach the CBSE Regional Office, Bhubaneswar, in person between **12.11.2026 and 19.11.2026, Working Hours Working Days** .
- Submit all required documents directly to the desk for **on-the-spot verification and instant approval**.

Option 2: By Post/ email (Speedy Approval)

- Schools or candidates who cannot visit the office physically may send their **complete set of required documents via post/courier/Mail** mm robbsr@cbseshiksha.in
- Applications/Supporting documents received before 19.11.2026 by post during this drive window will be processed under priority for **speedy approval**.

Required Documents (Ensure completeness before submission), All documents duly attested by the principal:

- Duly filled correction application form forwarded by the school principal.
- Copy of the student's valid Aadhaar Card (or relevant biometric identification document).
- Relevant school records showing the correct data (Admission & Withdrawal Register excerpt) Transfer Certificate.
- Copy of certificate and mark sheet requiring the correction.
- Class IX/XI Registration details, Copy of LOC class X/XII in case of photo correction.

Category wise detail of supporting documents:
Here is the checklist of the complete documents required for CBSE certificate corrections, classified strictly by the type of correction requested.

All applications must be duly forwarded by the Head of the Institution (Principal).

1. Typographical/Spelling Corrections (Aligning with School Records)

Use this list if the candidate's, father's, or mother's name requires minor spelling updates to match what is written in the school's Admission Register.

- **Standard Application Form:** Duly signed by the candidate/parent and attested by the School Principal.
- **Admission Form:** True copy of the original school admission form filled out by the parents at the time of initial admission (duly attested by the Principal).
- **Admission and Withdrawal Register (AWR):** Attested photocopy of the exact page of the school's AWR showing the student's entry line.

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- **Previous School Documents:** True copy of the Transfer Certificate (TC) or School Leaving Certificate from the previous school, submitted during admission.
- Copy of faulty Marksheet and Passing Certificate issued by CBSE.
- **School Forwarding Letter:** A formal request on the school letterhead stating the typographical error and requesting the correction.

2. Major Name Change (Not Matching Original School Records)

Use this list if a candidate or parent has completely or significantly changed their name after admission/examination.

- **Gazette Notification:** Original copy of the official Government Gazette publication notification showing the legal change of name.
- **Newspaper Clippings:** Original cuttings of the public notices published in two leading daily newspapers (one local vernacular language and one English daily).
- **Affidavit:** An original court affidavit sworn before a First Class Magistrate / Notary Public detailing the change of name.
- **School Record Updates:** Proof that the school has updated the student's name in its internal registers following due procedure.
- **The Copy of** CBSE Marksheet and Passing Certificate.

3. Date of Birth (DoB) Corrections

All DoB applications must be submitted strictly within the valid timeline outlined by CBSE guidelines.

- **Standard DoB Correction Format:** Duly filled and verified format signed by the Principal.
- **Birth Certificate:** Attested copy of the Birth Certificate issued by the Municipal Authority, Gram Panchayat, or competent government body (submitted at the time of initial admission).
- **School Admission Form:** True copy of the student's primary Class-I or initial admission form.
- **Admission and Withdrawal Register (AWR):** Attested portion of the relevant page of the AWR showing the DoB record entry.
- **Previous School TC:** The School Leaving Certificate / Transfer Certificate of the previous institution submitted during enrollment.
- Attested copy of CBSE Marksheet and Certificate displaying the wrong date of birth.
- Undertaking: Stating the age of first admission and passing out in 10th and that the age will be legally valid after correction.

Please note:

Original Board Documents: Originals will be called as and when required. Please do not deposit original till specifically asked.

Please ensure all concerned students and parents are notified immediately so they can leverage this special window.

Required formats are attached for your use

Warm regards,

9/11/26

ललित कुमार हिमांशु
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Under Secretary
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