BUXI JAGABANDHU ENGLISH MEDIUM SCHOOL – II, SATYABHAMAPUR

No. BJEMS-II/3247/2026 Date: 13.11.2026

PARENTS' / STUDENTS' / STAFF NOTICE

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

This is to inform all concerned students and parents that the **CBSE Regional Office, Bhubaneswar, is conducting a Special Drive from 12th November 2026 to 19th November 2026** to facilitate the clearance of all pending demographic correction cases in CBSE certificates.

This special initiative is exclusively intended for students who have already appeared in the CBSE examinations and have pending correction requests in their certificates. Students who are yet to appear in the examinations are not eligible under this drive.

The special drive will cover the following categories of corrections:

1. **Typographical/Spelling Corrections:** Minor spelling corrections in the candidate's, father's or mother's name to align the details with the school's original admission records.
2. **Major Name Change:** Cases involving a substantial or complete change of the candidate's or parent's name, which does not correspond with the original school records.
3. **Date of Birth (DoB) Correction:** Applications seeking rectification of discrepancies in the candidate's date of birth, subject to the prescribed CBSE guidelines and applicable timelines.

Mode of Submission

Schools and candidates may opt for either of the following methods to submit their applications:

Option 1: In-Person Submission

- Visit the CBSE Regional Office, Bhubaneswar, between **12th and 19th November 2026**, on working days during office hours.
- Submit the complete set of prescribed documents directly at the designated desk for on-the-spot verification and approval.

- The concerned parents, accompanied by their ward, are required to report to the school office on or before 17.11.2026 to address and resolve the discrepancies. Compliance with this instruction is mandatory, and the stipulated deadline must be strictly adhered to without fail.

Option 2: Submission through Post/Courier/Email

- Candidates who are unable to visit the Regional Office may submit the complete set of required documents through post/courier or email.
- Applications and supporting documents received on or before **19th November 2026** during the special drive will be processed on priority for speedy approval.

Email for submission: mm_robbsr@cbseshiksha.in

Documents Required for Submission

All applications must be duly forwarded by the School Principal/Head of the Institution. The supporting documents must be complete and duly attested by the Principal.

A. General Documents

1. Duly filled correction application form, forwarded by the School Principal.
2. Attested copy of the student's valid Aadhaar Card or any other relevant biometric identification document.
3. Relevant school records establishing the correct particulars, including the Admission and Withdrawal Register (AWR) extract and Transfer Certificate (TC).
4. Copy of the CBSE certificate and mark sheet requiring correction.
5. Class IX/XI registration details and a copy of the Class X/XII List of Candidates (LOC), wherever applicable, particularly in cases involving photograph correction.

B. Additional Documents for Typographical/Spelling Corrections

1. Duly signed standard application form by the candidate/parent and attested by the School Principal.
2. True copy of the original school admission form filled in by the parents at the time of admission, duly attested by the Principal.
3. Attested photocopy of the relevant page of the Admission and Withdrawal Register (AWR) showing the student's entry.
4. True copy of the Transfer Certificate/School Leaving Certificate from the previous school, submitted at the time of admission, wherever applicable.
5. Copy of the incorrect CBSE mark sheet and passing certificate.
6. A formal forwarding letter on the school's letterhead, clearly specifying the typographical error and requesting the necessary correction.

C. Additional Documents for Major Name Change

1. Original Government Gazette notification evidencing the legal change of name.
2. Original newspaper clippings of public notices published in two leading daily newspapers—one in a local vernacular language and the other in English.
3. Original court affidavit sworn before a First Class Magistrate/Notary Public, detailing the change of name.
4. Documentary evidence establishing that the school records have been updated following the prescribed procedure.
5. Copy of the CBSE mark sheet and passing certificate requiring correction.

D. Additional Documents for Date of Birth (DoB) Correction

All applications for date of birth correction must strictly comply with the valid timelines and prescribed CBSE guidelines. The following documents are required:

1. Duly completed and verified Standard DoB Correction Form, signed by the School Principal.
2. Attested copy of the Birth Certificate issued by the Municipal Authority, Gram Panchayat or other competent Government authority, as submitted at the time of initial admission.
3. True copy of the student's primary school/Class I or initial admission form.
4. Attested extract of the relevant page of the Admission and Withdrawal Register (AWR) showing the recorded date of birth.
5. School Leaving Certificate/Transfer Certificate from the previous institution submitted at the time of enrolment, wherever applicable.

6. Attested copy of the CBSE mark sheet and certificate displaying the incorrect date of birth.
7. An undertaking specifying the age at the time of first admission and passing Class X, confirming that the age will remain legally valid after the proposed correction.

Important Instructions

- All applications must be duly verified and forwarded by the Head of the Institution (Principal).
- Parents and students are advised to ensure that the application forms and supporting documents are complete before submission to avoid unnecessary delays.
- Original documents of the Board will be called for only when specifically required. **Parents and students are advised not to deposit any original Board document unless expressly instructed to do so.**
- The correction of particulars will be subject to verification and approval by the CBSE Regional Office and the applicable Board regulations.
- For cases pertaining to Chhattisgarh up to the year 2025, the applications will be dealt with by the CBSE Regional Office, Bhubaneswar. Cases pertaining to the year 2026 onwards must be referred to the CBSE Regional Office, Raipur.

Advisory to Parents and Students

All concerned parents and students are advised to carefully examine their CBSE certificates and identify any pending demographic discrepancies. Eligible candidates requiring corrections must coordinate with the school administration and submit the prescribed application along with all relevant supporting documents within the stipulated period.

Last Date for Submission: 19th November 2026

Parents and students are requested to take due cognisance of this special opportunity and ensure timely compliance, as applications received within this designated window will be considered for priority processing by the CBSE Regional Office.

N.B: Please find attached CBSE circular for your reference.

Baishara 13.11.26

PRINCIPAL

Copy to : *Vice Principal / All Admin. Supervisors / Circulation among Parents, Students & Staff through WhatsApp group / Students of Std. X & XII / Notice Board / Reception counter / Upload in Edunext & School Website / Office file.*