



# उत्तर प्रदेश राज्य मुक्त विद्यालय परिषद

## UTTAR PRADESH STATE OPEN SCHOOL BOARD

UP GOVT.Gazette 23Jan, 2016E (Magh 3, 1997 Shak Samwat Sankhya 4)

### APPLICATION FOR CERTIFICATE CORRECTIONS

1. Name & Registration No. of RC : .....
2. Name & Registration No. of AC : .....
3. Class X/XII : .....
4. Session / Year : .....
5. Applying for Correction in [ ] : Mark Sheet / Migration

6. Details of Correction to be carried out in the document (specify):

.....  
.....  
.....  
.....  
.....

7. Fee Paid if any :

Date	D.D. No.	Draw on (Bank Name & Address) Payble at	Amount

8. Details of Marksheet / Migration :

S.No.	Name of Student	Father's/Husband Name	Session/Year	Document Surrendered
1.				
2.				
3.				
4.				
5.				

Authorized Signatory of RC/SC with date.

(Received the documents as per the application above)

**Note : Necessary Documents relating to corrections (Xerox copy) should be attached.**



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### INSTRUCTIONS TO THE REGIONAL CENTER/STUDY CENTRE

1. Fees for Correction in Mark Sheet/Migration – per correction – Rs. 500.00 per sheet.
2. Necessary documents required:  
  
Documents relating to corrections (Xerox copy) should be attached along with the application. Old Certificates will be retained in the office of COE.
3. This form will be valid only if it is duly signed by the respective Director / Coordinator of the RC/SC.
4. The fees should be paid in the form of Demand Drafts in favor of "**Uttar Pradesh State Open School Board**", payable at Lucknow.
5. Fees once paid will not be refunded nor adjusted for any other certificates under any circumstances.
6. Application should be complete in every respect, failure to furnish correct details may cause delay in the issue of the certificate.
7. Normal processing time required upon receipt of application form for Correction is 7 working days (Correction requests are processed in the order of receipt and the Corrected certificates have to be collect within one month from the date of issue).
8. Any request for alternative arrangement will NOT be accepted once the application form is submitted.
9. The UPSOSB reserves the right to withhold issuance of a Certificate to a student who has not paid fees or other fees owed to the RIOS, or who has failed to discharge all obligations towards the UPSOSB.