



विदर्भ माध्यमिक शिक्षा मण्डल, नागपुर

VIDARBHA BOARD OF SECONDARY EDUCATION, NAGPUR

Date:

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. Fees paid if any :

Date	D.D. No	Drawn on (Bank Name & Address) Payable at	Amount

8. Details of Mark Sheet / Migration.

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

Authorized Signatory of RC/AC school/college with date
(Received the documents as per the application above)

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

INSTRUCTIONS TO THE RC/AC/ SCHOOL / COLLEGE

S. No.	Particulars
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 board office.
3	This form will be valid only if it is duly signed by the respective Director / Coordinator of the RC/AC/ SCHOOL / COLLEGE.
4	The fees should be paid in the form of Demand Drafts in favour of “ VIDARBHA BOARD OF SECONDARY EDUCATION ”, payable at Nagpur.
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 board reserves the right to withhold issuance of a Certificate to a student who has not paid fees or other fees owed to the Board, or who has failed to discharge all obligations towards the VIDARBHA BOARD OF SECONDARY EDUCATION, Nagpur.

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