



# Iqra Educational Institute

SDA Colony Bemina, Srinagar

**Circular No.: Ext-11-2023-24**

**Dated: 12-02-2024**

In view of circular issued by Chief Education Officer Vide No: CEO/Sgr/Gov/33884 dated 21-12-2023. All the parents are informed to follow the instructions as follows:

- 1.** Applications for change or alteration in the name of students only shall be accepted by the institution for processing under rules.
- 2.** Any other change or alteration in
  - a.** Date of birth
  - b.** Parentage (Father or Mother or Both)
  - c.** Caste

shall not be accepted for processing by the institution. The same, if needed, the legal guardian or parent shall seek recourse through the honorable court of law.

The copy of the circular is appended herewith.

No: \_\_\_\_\_

Manager

Date: \_\_\_\_\_

I.E.I



Government of J&K  
Office of the Chief Education Officer Srinagar

\*\*\*\*\*

**CIRCULAR**

This office has observed unprecedented influx of applications/cases regarding changes in date of birth, parentage, caste, and names of students enrolled in various Private Schools. The volume of requests for change/correction in date of birth, parentage, caste, and names is not only putting a strain on our administrative capacity but also is indicative of the inaccuracy of our data.

In view of the above, following directions/guidelines are hereby issued to be adhered to in Administrative as well as largest interest of general public.

1. All the Principals of Private Educational Institutions are hereby placed under strict instructions rigorously adhere to record the credentials of newly admitted students with utmost care and no room for any discrepancy. This process should be executed with the highest degree precision, as per the official documents and records as issued by competent authorities, under rules.
2. This office is not authorized to make changes or alterations in student data viz., Date of Birth, Parentage, and Caste of students enrolled in educational institutions. Consequently, the Administrative heads of all private educational institutions within the district are hereby instructed to abstain from submitting applications/cases for such changes to this office. It is advised that the legal guardians or parents of the students seek recourse through the Honorable Court of Law.
3. The procedure for effecting changes or corrections in the names of students enrolled in any institution recognized by the Government is subject to following requirements:
  - a. Submission of an affidavit by the student's father, which must be duly sworn in before a First Class Magistrate, as per format attached herewith.
  - b. A formal application from the student's father requesting the proposed change or correction in the student's name.
  - c. The publication of a notice in a local newspaper, soliciting any objections to the proposed name change and subsequently acquiring a No Objection Certificate (NOC) from the school authorities.
  - d. The recommendations or endorsements regarding the name change from the Head of the Institution (HOI) of the respective school.
  - e. A formal certificate issued by the HOI, attesting to the student's current enrollment status in the school and confirming that the student is not registered with the Board of School Education.
  - f. Full particulars of the student as recorded in the school's admission register, supported by all relevant documentary evidence.
  - g. The most recent official recognition document pertaining to the school.
  - h. Submission of the Domicile Certificate of either the student or (and) his/her father.
  - i. Submission of photographs of the student and his/her parents, which must be attested by the Principal of the concerned educational institution.

No: CEO/Sgr/Gen/33884  
Date: 21-12-2023

Chief Education Officer  
Srinagar

21/12/2023