



ग्रामीण मुक्त विद्यालयी शिक्षा संस्थान Rural Institute of Open Schooling

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 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

S. No.	Particulars
1	Fees for Correction in Mark Sheet/Migration – per correction – Rs.200.00 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/AC.
4	The fees should be paid in the form of Demand Drafts in favour of “RURAL INSTITUTE OF OPEN SCHOOLING, DELHI”, payable at Delhi.
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 RIOS 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 RIOS.