



केन्द्रीय विद्यालय संगठन(मुख्य०)  
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016.  
**KENDRIYA VIDYALAYA SANGATHAN (HQs)**  
*An Autonomous Body under Ministry of Education, Govt. of India*  
18, Institutional Area, S.J.S Marg, New Delhi-110016.  
Tel.: 011-26521841  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.No. 11-Acad0331(20)/1/2020-Academic/C.N.8701/N.N.168-175 **2048-77** Date: 29.09.2025

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

**Subject: Correction / Change in Name of Students and Parents in Kendriya Vidyalayas-reg.**

Madam/Sir,

In supersession to all previous letters/instructions issued on the subject, the following guidelines are hereby notified for uniform implementation across all Kendriya Vidyalayas. These instructions have been framed on the basis of the recommendations of the Committee constituted at KVS (HQs) and approved by the Competent Authority, keeping in view various issues, legal provisions, and practical requirements relating to change/correction of names of students and their parents in Vidyalaya records.

Ordinarily, the request for any change in name/spelling error shall be discouraged because the details are entered in school records after being duly verified and certified by parents and the then school authority. At the time of admission, due care should be taken by both parties (Parents and the Vidyalaya concerned) while entering the details pertaining to the child as well as parents in Vidyalaya records. The same must be shown to the parents instantly for ratification, so that the need for change in school records does not arise in future. Copies of supporting documents indicating exact details as entered in school records must be maintained. Details entered in the **Birth Certificate** should be treated as the authentic record. However, in cases where change or correction is sought, the following norms shall be followed:

### 1. Minor Corrections at Vidyalaya Level

#### A. Corrections in case of Clerical Errors by the Vidyalaya (Student/Parent)

Principals are authorised to carry out corrections/rectifications arising from clerical errors made by the Vidyalaya at the time of initial entry in the Admission Register, in respect of the name of the student and parents. Such corrections shall be based on the original admission documents (Date of Birth Certificate/Transfer Certificate, etc.) submitted at the time of admission, along with a written request from the parent, or as identified by the present KV during verification of the student's record.

#### B. Other Minor Corrections in the Name of the Student

For corrections other than para 1(A) i.e. Typographical/Spelling errors (*Kabir* ↔ *Kabeer*), Addition/Deletion of middle name/suffix (*Anjana Mishra* ↔ *Anjana Kumari Mishra*), Addition/Deletion of Surname based on biological father/mother, Change in sequence (*S Mohan* ↔ *Mohan S*), if the student's particulars as recorded in the Vidyalaya at the time of admission on the basis of document submitted, do not match with the details proposed to be corrected by the parents, the Principal of the concerned KV may effect the correction on the basis of the following documents:

- A written request from the parent (preferably both parents)
- An affidavit sworn before a First Class Magistrate/Judicial Magistrate or equivalent, affirming that both versions pertain to the same individual and that the correction requested is final.
- In the case of a Government employee, a certified proof from the employer/service record showing the name as recorded in the official service records of the parent
- Aadhar card of the student

### C. Other Minor Corrections in the Name of the Parent

For minor corrections as exemplified in para 1 (B) (i), other than A, i.e. the parent's particulars as recorded in the Vidyalaya at the time of admission on the basis of document submitted, do not match with the details proposed to be corrected by the parents, the Principal of the concerned KV may effect the correction on the basis of following documents:

- (i) Application by the parent (preferably both parents)
- (ii) An affidavit sworn before a First-Class Magistrate/Judicial Magistrate or equivalent affirming that both versions pertain to the same individual and that the correction requested is final.
- (iii) Certified proof from the employer/ service record (In case the parent is a Govt. Employee)
- (iv) Copy of valid government ID proofs like Voter ID/ Aadhar/ PAN Card

### 2. Major Corrections in the name of Student/Parent Requiring RO Approval

Cases not covered under para 1(A) and involve substantial changes in the name of student/parents are to be forwarded to the **Deputy Commissioner, Regional Office**. All documents submitted must be self-attested by the parent and meticulously verified by the Principal against the originals before sending them to RO for approval. The Deputy Commissioner shall consider to approve the changes only after due scrutiny and examination of supporting documents as per the following norms:

#### A. Major Corrections in the Name of the Student

Correction in student's name where substantial changes are proposed which may include Change of Surname, Change in part of the name (*Vivek Anand* ↔ *Vivek Kaushal*), Change of entire name (*Dolly* ↔ *Ishika*), the following documents will be required:

- (i) Application from the parent (preferably both parents)
- (ii) Affidavit before First Class Magistrate/Judicial Magistrate or equivalent that individual referred by the previous name and amended name is the same person establishing the identity.
- (iii) Copy of Gazette notification
- (iv) Copy of Aadhaar of the student
- (v) A certified proof from the employer/service record (if the parent is a Government Employee)

#### B. Major Corrections in the Name of the Parent

If the request is received for correction/rectification in the name of the parent where substantial changes are proposed which may include Addition/Deletion/Change of Surname, Change in part of the name, Change of entire name, the following documents will be required to affect the correction in name of parent(s):

- (i) Application from the parent (preferably both parents)
- (ii) Affidavit before First Class Magistrate/Judicial Magistrate or equivalent that individual referred by the previous name and amended name is the same person establishing the identity.
- (iii) Copy of Gazette notification
- (iv) A certified proof from the employer/service record (if the parent is a Government Employee)
- (v) Copy of valid government ID proofs like Voter ID/ Aadhar/ PAN Card

### 3. Change of Name consequent upon Change in Parentage (due to Marriage/Remarriage/ Divorce/Adoption/Death of Biological parent(s))

Name of the biological mother/father as per Birth Certificate shall ordinarily not be changed. However, requests may be considered in cases of marriage/remarriage/divorce/Adoption/Death of bio-logical mother/father, or where notified in the **Government Gazette**, subject to the documents prescribed as below:

- (i) Application from the parent (preferably both parents)
- (ii) Gazette notification
- (iii) Authenticated copy of Order issued by the Court of Law pronouncing the change in the name of parents for onward verification of orders from the website of the Hon'ble Court concerned.

- (iv) Death Certificate (if applicable)
- (v) Aadhaar of student and parents
- (vi) Certificate from the employer of parents (if employed) clearly certifying the changes have already been made in the service records.
- (vii) Duly filled Annexure-I.

#### 4. Corrections Involving Multiple KVs (Transfer Cases)

If an error originated in a previous KV where the child studied, and the student has since been transferred due to parent's posting, the **Principal of the present KV** shall correspond with the earlier KV(s) and obtain necessary rectification. Records will be updated in the present KV after due verification.

#### 5. Correction Based on Transfer Certificate (TC) from Other Schools (Non-KV)

- Where a student is admitted to a Kendriya Vidyalaya on the basis of a Transfer Certificate issued by another school, the details recorded in the Transfer Certificate shall ordinarily be accepted as authentic.
- The Principal shall not unilaterally alter the details given in the Transfer Certificate, except for minor spelling/typographical corrections supported by original documents.
- Cases of minor or major corrections/rectifications shall be dealt in accordance with the provisions laid down in Paras 1, 2 and 3 above, as applicable.

#### 6. Classes IX to XII – Consistency with CBSE

From Class IX onwards, student details are uploaded to CBSE. Therefore, any correction or change must remain consistent with the data available with CBSE, and shall be carried out strictly in accordance with CBSE norms.

#### 7. Record Keeping

Such corrections must be made in red ink, with old entries encircled (not erased), duly attested by the Principal with full name and date. No previous entry shall be erased under any circumstances. Every such correction must be duly countersigned by the Principal with full name and date, and copies of the approvals and supporting documents shall be preserved in the student's Admission Record.

#### 8. Other Specific Cases

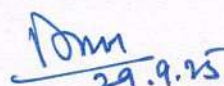
Any case not specifically covered herein shall be referred to KVS (HQs) for examination and necessary clarification.

It is pertinent to mention that in every case of name correction, the Principal of the concerned Kendriya Vidyalaya must be satisfied about the genuineness of the request. This shall remain the basic pre-requisite for effecting corrections at the Vidyalaya/Regional Office level. Further, all details pertaining to students must be thoroughly verified and corrected up to Class VIII, so that errors are minimised before registration of students in the Board classes (Class IX to XII).

It is requested to circulate this to all Kendriya Vidyalayas under the Region to take suitable action in the matters related to name change.

This issues with the approval of competent authority.

Yours sincerely,

  
29.9.25  
(Vinod Kumar)

Deputy Commissioner (Acad)

Copy to:

1. PS to Commissioner, KVS (HQs), New Delhi for information.
2. PS to Additional Commissioner (Acad), KVS (HQs), New Delhi for information.
3. The Joint Commissioner, Acad/Admn./Training/Personnel & Finance KVS (HQs), New Delhi for information.
4. The Assistant Commissioner, (Acad & IT Cell) to upload the same on KVS (HQs) website.
5. SO (Acad), KVS (HQs), New Delhi for information & record.

## KENDRIYA VIDYALAYA SANGATHAN (HQs)

Format for Change in Name of Student's Personal Details in Vidyalaya Records

Current Academic Session: \_\_\_\_\_

Name of Kendriya Vidyalaya: \_\_\_\_\_

| S.No. | Particulars                                                                           | Present Details of the Student as per Vidyalaya Records | Changed Details/Information as sought by the Student/Parents<br>(Fill only Relevant Rows of this Column) |
|-------|---------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 1     | Name of Student<br>(in CAPITAL letters)                                               |                                                         |                                                                                                          |
| 2     | Gender of the Student                                                                 |                                                         |                                                                                                          |
| 3     | Present Class & Section                                                               |                                                         |                                                                                                          |
| 4     | S.R. (Admission) No. of the Student                                                   |                                                         |                                                                                                          |
| 5     | PEN No. (UDISE) of the Student                                                        |                                                         |                                                                                                          |
| 6     | APAAR ID (If generated)                                                               |                                                         |                                                                                                          |
| 7     | Class in which the student was admitted in the Present KV<br>(With Date of Admission) |                                                         |                                                                                                          |
| 8     | Class with Name of First KV in which the student got fresh admission in KVS           |                                                         |                                                                                                          |
| 9     | DOB of the Students as per School Record<br>(Both in Digits and Words)                |                                                         |                                                                                                          |
| 10    | KVS Priority Category of the Student (I/II/III/IV/V/VI)                               |                                                         |                                                                                                          |
| 11    | Social Category of the Student<br>(Gen/SC/ST/OBC-CL/OBC-NCL)                          |                                                         |                                                                                                          |
| 12    | Aadhar No. of the Student                                                             |                                                         |                                                                                                          |
| 13    | Name of Mother (in Capital)                                                           |                                                         |                                                                                                          |
| 14    | Name of Father (in Capital)                                                           |                                                         |                                                                                                          |
| 15    | Aadhar No. of Mother                                                                  |                                                         |                                                                                                          |
| 16    | Aadhar No. of Father                                                                  |                                                         |                                                                                                          |
| 17    | Address for Communication with Contact Number and email                               |                                                         |                                                                                                          |
| 18    | Permanent Address of Parents                                                          |                                                         |                                                                                                          |
| 19    | Reason for applying for the change                                                    |                                                         |                                                                                                          |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 20 | List of Documents attached in support of the changes sought (Attach copies of the relevant documents)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. |
| 21 | <p>Declaration by parents:</p> <p>I ..... Father/Mother/Guardian of ..... (Student name) of the Class ..... Section ..... solemnly declare that the information furnished above are true to the best of my knowledge and in case information furnished are found incorrect at any stage later, suitable action may be taken against my ward/me. Further, I also declare that I will not request in future for any change in the personal particulars of my ward.</p> <p>Signature of Mother with Date: .....</p> <p>Signature of Father with Date: .....<br/>(Signature of both Parents mandatory, if alive)</p> <p>Signature of Guardian (If both parents are not alive) with Date: .....</p> |                                                           |

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