

The M.P. Admission of Pupils in Schools and Change in Date of Birth Entries Rules, 1963

MADHYA PRADESH

India

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Rule

THE-M-P-ADMISSION-OF-PUPILS-IN-SCHOOLS-AND-CHANGE-IN-DATE-OF-1963

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The M.P. Admission of Pupils in Schools and Change in Date of Birth Entries Rules, 1963Published vide Notification No. 7513-2963-20-2, M.P. Rajpatra, Part 4-(Ga) dated 15th May, 1964, p. 124Notification No. 7513-2963-XX-2. - The State Government in supersession of all rules, orders and instructions previously made or issued on the subject, hereby makes the following rules for the admission of pupils in schools and change in date of birth entries-

1. Short title.

- These rules may be called The Madhya Pradesh Admission of Pupils in Schools and Change in Date of Birth Entries Rules, 1963.

2. Definitions.

- In these rules unless the context otherwise, requires-(a)"Approved school" shall have the meaning assigned to it under the Madhya Pradesh Primary Education Act, 1961;(b)"Competent Authority" means the District Educational Officer in case of Primary or Middle School not attached to Higher Secondary School and in other cases the Divisional Superintendent of Education;(c)"Recognised school" shall have the meaning assigned to it under the Madhya Pradesh Secondary Education Act, 1959.First Admission

3.

When a child is admitted for the first time to any recognised school, the father or guardian of the pupil should, where possible accompany him and declare in writing in the application in the form appended to these rules the date of birth of the pupil giving the date, month and year according to the English calendar; and also that the child has never before attended any recognised school. If he has no horoscope or other proof of date of birth, he may declare the age of the pupil in years, months and days on which the date of birth will be calculated according to English Calendar where it is not possible for the parent or guardian to accompany the child, a person authorised in that behalf in writing will do so. Date of Birth Entries

4.

The date of birth as ascertained under Rule I shall be entered in the Admission Register under the signature of the head of the institution. In all other cases of transfers the date of birth entered in the Admission Register shall be that shown on the transfer or migration certificate or in other documents of the school.

5.

No change in the entry of pupil's date of birth shall be made in any recognised institution without the sanction of the competent authority. Notes 1. - Care should be taken to see that the declaration forms regarding date of birth are signed by duly authorised persons. When the father is alive, he is ordinarily the proper person to sign the declaration. If he is not alive or cannot be referred to the status of the "Guardian" or such other person as may be called on to sign should be investigated. The person with whom the pupil is living is not necessarily a fit and proper person to sign the declaration, when the parent or guardian is illiterate his thumb-impression shall be taken on the declaration form and attested by a responsible person. It shall be the responsibility of the head of the institution to ascertain the date of birth as correctly as possible.

2. No over-writing in the entries of date of birth in the application forms, Admission registers and transfer or migration certificates shall be allowed. Corrections, if any, may be attested with full signature.

3. The inspecting authorities shall check the declarations and the Admission Registers during their visits.

4. In order that parent or guardian may get adequate opportunity to change the date of birth of his son or ward, if it were incorrect, the date of birth as entered in the Admission Register may be mentioned in the progress report of the pupil which is sent by the head of the institution to the parent or the guardian and he/she be required to note the date of birth while signing the

reports. Any enquiry from the parent or guardian as to the date of birth entered in the school records should be duly answered by the school.

Correction or alteration in date of birth entries

6.

If a parent or guardian finds the date of birth so declared inconsistent with the date entered in the school record, progress report or school certificates he/she shall send to the head of the institution an application explaining the incorrectness. In the case of clerical error the head of institution shall correct the entries according to the original declaration of the parent or guardian under his signature and inform the parent/guardian accordingly.

7.

If a change in the original declaration or entry in school record is desired, the parent or guardian shall send to the head of the institution an application containing sufficient evidence of the incorrectness of the original entry and an adequate explanation of the reasons for the mistake along with the documents given below-(1)Horoscope or other document if available.(2)Certified copy of Municipality/Panchayat/Police/Hospital/ Maternity Home/Primary Health Centre record.ora medical certificate signed by the Civil Surgeon of the District in which the pupil resides or in which the school is situated. The certificate shall include (a) a statement of age in years and months claimed to be correct together with (b) a statement that he has examined the pupil (whose marks of identification or signature are given) and that the age so stated appears to him approximately correct.(3)Affidavit sworn by the parent or guardian before a First Class Magistrate regarding the change required and the correct birth dates of each living or dead child born of the same mother.(4)Certificates from two respectable persons not related to the candidate regarding the knowledge of the correct date of birth of the pupil.(5)Copy of Treasury Challan crediting the fee of Rs. 6 in the Government Treasury.Authority competent to order alteration in date of birth

8.

This application shall be sent by the head of the institution to the District Educational Officer, if the school in which the pupil is enrolled is a Primary or Middle School not attached to Higher Secondary School; and in other cases to the Divisional Superintendent of Education concerned upto the 1st January of the year in which the pupil is due to appear at the final examination of the Higher Secondary School.

9.

The Officer concerned shall investigate the evidence produced and if there are strong grounds adduced to show how an incorrect entry was made at the time of admission of the pupil to the school; provided that adequate documentary evidence is produced in support of the change, shall

order the change to be effected in the school records and inform the parent or guardian accordingly.

10.

After first January as stated in Rule 8 above, no change shall be permissible except in special cases in which the State Government is satisfied about the reasonableness of the case. In such cases applications for change in the date of birth or correction of erroneous entries with the required documents may be entertained by the State Government, even after the issue of the school certificates by the Board. The orders of the State Government will be conveyed to the Board of Secondary Education for effecting correction, if any, in the Board certificate. Such applications should be submitted to Government through proper channel, i.e. through Divisional Superintendent Education and D.P.I.

11.

The tendency to get change in the date of birth on the eve of entering Service or Technical Training or appearing for some competitive examination etc. should be checked.

12.

The Board of Secondary Education, Madhya Pradesh, may entertain the cases of clerical error which might have occurred in writing the nomination rolls before the issue of certificate to examinees.

13.

The State Government may call for and examine the record of any case pending before or disposed of by a competent authority acting in the exercise of any power conferred by or under the rules and may pass such orders as it thinks fit. Form of Application for Admission to a Recognised Institution To, The Principal/Headmaster/Headmistress School..... I request the favour of your admitting my son/daughter/ward named..... in..... class of your school from..... session. The required particulars about him are given below-(i) Full name of the student. (ii) Father's name and occupation. (iii) Date of birth by Christian era. (a) In figures. (b) In words. (iv) If a member of Scheduled Caste or Scheduled Tribes, please give details. (v) Mother tongue. (vi) Length of residence in Madhya Pradesh. (vii) Name of last institution in which he studied. (viii) Address of parent/guardians.

2. I hereby "submit his last school leaving certificate" declare that he has hitherto attended no recognised school and also that the date of birth given above, is to the best of my belief correct, and that it accords with that given in the horoscope/the Municipal/Hospital/Kotwar's birth record/other record.

.....Signature of Parent/Guardian Dated..... Certified that the above entries were read out and explained to me and I confirm their correctness.....Signature of

witness.....Thumb-impression of parent or Guardian if illiterate.Score out which is not required.Note-No over-writing in the entries of dates of birth in this form shall be allowed. Corrections if any, may be attested with full signature.