



OPEN AND DISTANCE LEARNING COUNCIL

APPLICATION FOR CERTIFICATE CORRECTIONS

Date :.....

1. Name of School/AC : _____
2. Address & Code of School/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	Draw on(Bank Name & Address)	Payable at	Amount

8. Details of Marksheet / Migration :

S. No.	Name of Student	Father's Name/ Husband Name	Session /Year	Document Surrendered
01				
02				
03				
04				
05				

Authorized Signatory of School/AC with Date

(Received the documents as per the application above)

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

INSTRUCTIONS TO SCHOOL/AC

S. No.	Particulars
01	Fees for Correction in Mark Sheet/Migration- per correction-Rs.500.00 per sheet.
02	Necessary documents required: Documents relating to corrections (Xerox copy) should be attached along with the application. old Certificates will be retained in the office or COE.
03	This form will be valid only if it is duly signed by the respective Principal /Director/Coordinator of the School/AC.
04	The fees should be paid in the form of Demand Drafts in favour of "OPEN AND DISTANCE LEARNING COUNCIL, RANCHI"
05	Fees once paid will not be refunded or adjusted for any other certificates under any circumstances.
06	Application should be complete in every respect, failure to furnish correct details may cause delay in the issue of the certificate.
07	Normal processing time required upon receipt of application form for correction in 7 working days (Correction requests are processed in the order of receipt and the Corrected Certificates have to b collected within one month for the date issue).
08	Any request for alternative arrangement will not b accepted once the application form is submitted.
09	The ODLC reserves the right to withhold issuance of a Certificate to a student who has not paid fees or other fees owed to the ODLC, or who has failed to discharge all obligations towards the ODLC.