

**BOARD OF SECONDARY EDUCATION, ODISHA**  
**INSTRUCTION FOR ONLINE CORRECTION OF STUDENT'S ENROLMENT**  
**DATA FOR APPEARING AT THE HSC EXAM, 2022**

1. The Board of Secondary Education, Odisha is offering one more chance to schools for correcting their data which they have uploaded during enrolment of candidates in Class-IX during 2020.
2. The correction of most of the data can be done online by the Head of the Institutions who are the login authorities. The link will be made available in the website, [www.bseodisha.ac.in](http://www.bseodisha.ac.in) from 16/08/2021 till 31/08/2021 midnight.
3. The Head of the Institutions can log in to the enrolled data with the User ID (which is the school code) & password which they have last used.
4. The following fields can be edited.

**a. *School Profile :-***

Correction can be effected in school profile. The following fields in the school profile can be changed/ corrected.

School mail ID,

Phone No.,

Mob. No.,

Name of the Head of the Institution

Uploading of signature of Head of the Institution.

This will arise in case of change/ transfer of Head of the Institution. If other information in the school profile has been wrongly entered, supporting original documents have to be submitted at the respective zonal offices for effecting necessary correction.

**b. *Candidate's Data :-***

The data of candidate shall be strictly as per the Admission Register and Cancelled T.C. No data other than, that in the said registers shall be entered. The Head of the Institutions shall be held solely responsible for entry of any, uncorrected data if detected. They shall be very careful in changing the date of birth of the candidate. The date of birth in the admission register and cancelled TC has to match

with the date of birth entered online. Correction effected in the admission register has to be countersigned by the concerned District Education Officer.

The following fields in the candidates data can be corrected.

Father's Name

Mother's Name

Date of Birth

Gender

Religion

1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> language subjects

Address

Scanned signature of the Candidate and other information i.e. allowed in the online application.

The following fields in the candidates data can not be corrected.

Candidate's Name

Scanned Photo

Caste

Enrolment No.

5. The Head of the Institutions have to approach respective zonal offices for effecting corrections which can not be done by them. They shall produce original supporting documents before the respective zonal Deputy Secretary for verification and if the case is genuine, shall recommend the Head Office, Cuttack for effecting necessary corrections.

### **Nature of Correction**

Sl. No.	Particulars	Fee
1.	Correction of Name of the Candidate and any other data	Nil
2.	Replacement of photograph of the Candidate	Nil
3.	Transfer of Candidate from one school to other (Per Candidate)	Rs.200/-
4.	Insertion of new candidate (Per Candidate)	Rs.500/-
5.	Correction in school profile that will be done at Zonal Offices/ Head Office, Cuttack, as at 4. (a) above	Nil

6. Readmission cases shall not be allowed. The candidates who have appeared in previous examination(s) under 'School Regular (SR)' category can appear again through the same school under 'Ex-Regular (ER)' category. Hence allotment of new UIN No. in cases of candidates already enrolled must not be allowed. The Head of the Institution may try to enroll these category of candidates under "Insertion of Candidates". But this type of insertion shall not be allowed. The Deputy Secretary will be held responsible in case such insertion is detected at later stage.
7. Corrections either offline or online have to be completed by 31/08/2021. No further extension of time shall be allowed.

Sd/-  
Controller of Examinations,  
B.S.E., Odisha, Cuttack