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Date: 11.09.2025

**CIRCULAR FOR STUDENTS**  
**(Discrepancies in Student Records for LOC Submission- Grades X & XII)**

Dear Parents,

Greetings!

During the ongoing process of registering students of Grades 10 and 12 for the LOC (session 2025–26), we have identified discrepancies in the particulars of some students when cross-checked against important documents such as Aadhaar Card, Birth Certificate, and Grade 10 Mark Sheet.

**Please note:** The names of the student, mother, father, and the date of birth of the student **must match exactly** across all official documents. Any mismatch can cause serious issues, including **denial of college admissions after Grade 12**. The common discrepancies observed include:

1. Student's name not matching in Aadhaar Card and Birth Certificate (submitted at the time of admission).
2. Parent's name(s) not matching between their Aadhaar Cards and the child's Birth Certificate.

These issues often arise because Birth Certificates were issued at the time of the child's birth, whereas Aadhaar Cards were issued later, sometimes with variations in spelling, addition/removal of middle names, or usage of initials. **Regardless of the reason, such mismatches must be corrected immediately.**

**Important:**

- As per CBSE requirements, the school must adhere to the details in the **Birth Certificate** and the **Admission and Withdrawal Register**. We cannot ignore these documents in favour of the Aadhaar Card.
- Ensuring that the Aadhaar Card and Birth Certificate are consistent is the **sole responsibility of parents**.
- Parents must initiate the necessary corrections with the relevant authorities and submit the updated documents to the school **on or before 18th September 2025**.
- The LOC will be finalised and submitted to CBSE on **20th September 2025**. No changes will be possible after this date.

If you choose **not** to make any change to bring about the parity, you must submit a **written declaration** (signed by both parents) to the school. **The declaration format will be made available to you on the day of LOC verification in school on Saturday, 13<sup>th</sup> September 2025.**

This declaration will confirm that you have instructed the school to proceed with the particulars from one document and to disregard the other, and that you accept full responsibility for any issues that may arise in the future.

Hoping to get your support and cooperation as always.

Warm regards,



**Dr. Arup K Mukhopadhyay**  
**Director**