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सचिव

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Secretary



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शिक्षा मंत्रालय
भारत सरकार
Department of School Education & Literacy
Ministry of Education
Government of India

D.O.No. 23-2/2024-Stats (Part 1)

27th February, 2025

Dear Colleagues,

I am writing to you in connection with issuing guidelines regarding change/ correction in name and date of birth of student in Unified District Information System for Education Plus (UDISE+) database.

2. As you are aware, Department of School Education & Literacy (DoSE&L) is maintaining individual student wise data from 2022-23 and using student's database Automated Permanent Academic Account Registry (APAAR) ID is created.

3. It is brought to our notice that creation of APAAR ID has slowed due to mismatch of student's details in UDISE+ database, birth certificate maintained in school record and Aadhaar ID.

4. You would agree with me that most of the students provides birth certificate as a proof of date of birth and parents documents such as Aadhaar Card, Voter ID Card, Driving License etc as address proof. Further, Ministry of Home Affairs (MHA) vide its notification No. 1/12/2014-VS(CRS) dated 30.06.2015 has stated that correction in date of birth in birth certificate is not allowed however, correction in name of the child can be made after adhering to the set procedure such as publishing of the advertisement in the local newspaper and state's official Gazette publication. **A copy of the circular is attached for reference.**

5. In view of the above, I would like to advise you to issue suitable guidelines to the schools under your States/UTs jurisdiction to follow the following safeguards while doing UDISE+ data entry:

- i) If birth certificate of child is available then UDISE+ record should reflect the same name and date of birth in portal irrespective of the name entered in Aadhaar ID.
- ii) If name in Aadhaar ID and birth certificate is same and record in UDISE+ is different, then updation in UDISE+ as per birth certificate is to be carried out.
- iii) If record of child in birth certificate and UDISE+ is same but different in Aadhaar ID then correction to be made in Aadhaar ID and not in UDISE+ database. However, if the parents of the students desire in writing about the change in the name of the students then the SoP as per the MHA guidelines may be followed to make correction in the school records.
- iv) If birth certificate is not available and the child is admitted on the basis of some other relevant document, then UDISE+ data entry to be done based on Aadhaar ID.

6. Following the above procedure if APAAR ID is generated, the same shall be treated as final and no further change in any of the documents viz., Aadhaar ID, APAAR ID and UDISE+ database shall be allowed.

7. Looking forward to your suggestions and cooperation in this matter. This would bring back focus on attention to detail while creating identity documents.

Best wishes

Yours sincerely,

Encl. As above

27/2/2025
(Sanjay Kumar)

Additional Chief Secretary/ Principal Secretary/ Secretary (School Education), All States and UTs.

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