



**NOTICE ON ENTRIES IN THE SCHOOL LEAVING CERTIFICATE**

27 July 2020

Dear parents,

1. The entries in the General Register required to be maintained by each school are made on the basis of information submitted by the parents at the time of admission of the students. The format of the General Register is published in the Secondary School Code.
2. In the Entry under S. No. 3, Caste, with sub caste, the Sub Caste is required to be entered only in the case of pupils belonging to the Backward Classes and Category among Backward Classes ( S.C, S.T., OBC, Etc).
3. The parents are responsible for the entries made in the column on ' Religion', the school has no method of certifying or verifying these entries.
4. If the parents require that the religion, caste / sub caste of their children be mentioned in the General Register, they are required to do so at the time of filling in the admission form, alongwith the relevant documents. If they fail to do so, they are required to follow the procedure set out in Paragraph No. 5.
5. Parents have to submit a written application for any changes required to the entries in the General Register. This application has to be supported by all the relevant documents. This application has to be signed by both the parents.
6. The school forwards the application alongwith the documents submitted by the parents to the office of the Education Inspector, whose decision in this regard is final and binding. The school has no control on the time taken by the office of the Education Inspector to decide such application/s.
7. The entries in the General Register are used for filling in the School Leaving Certificate. There can be no changes / variations between the details in the General Register and the School Leaving Certificate.
8. It is the responsibility of the parents to obtain the necessary certificates for proof of caste, sub-caste etc. The school shall not be responsible and liable for the same and cannot be asked to certify its authenticity.
9. No changes can be made to the entries in the General Register and, consequently, the School Leaving Certificate, once the student has left the school.

*S. Mukherjee*  
Authorized Signatory

