



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F- 26-3/2014/NIOS/SSS/Adm

Dated 03.12.2015

OFFICE ORDER - 4/2015

It has been noticed in the recent past that large number of cases of correction in the admission records of learners are being forwarded by the Regional Centres to NIOS Headquarter. As per Rules, Regulations and Guidelines- Effecting Corrections/changes in the Admission Records of NIOS" the following procedure has to be followed:-

1. Application should be submitted by the learner within three years from the date of registration in NIOS but prior to appearing in first examination.
2. While forwarding the cases to the Headquarters, the Regional Centres have to send the attested copies of the supporting documents clearly mentioning about the fees receipt.
3. The Regional Centre has to ensure that the application of the learner has been received on time and learner fulfills all the requirements as per the procedure laid down.
4. In the event of any shortcoming in the application, the applicant concerned should be informed invariably for compliance within the stipulated time to be notified by the Regional centre.

All the officials concerned be directed to take utmost care while carrying out corrections in the learner's records as per the Rules Regulations and guidelines - Effecting Corrections/Changes in the Admission Records of NIOS available on NIOS website.


(C Dharuman)
Director(SSS)

Distribution:

1. All Regional Directors, NIOS
2. All HODs, NIOS
3. Deputy Director(SSS), NIOS
4. Deputy Director(M&M), NIOS
5. Assistant Director(M&M) & Admission
6. Guard File