

INSTRUCTIONS

1. The request for correction of transcribing error in Name/Father's Name/Gender/Photograph of a candidate may be considered on submission of an application on the prescribed Proforma duly recommended by the Head of concerned Institution in case of regular candidate(s) and from Class-I Gazetted Officer in case of Private and those candidates who shifted to Pakistan from Institutions Abroad, along with prescribed fee and provision of following documents to the satisfaction of the Board:

- a. Attested copy of the SSC Registration Card/Result Card/Certificate issued by the Board, in case the candidate passed his/her Examination from any other Board, verified copy of the SSC Result Card or Certificate from concerned Board must be provided.
- b. Attested copy of HSSC Registration Card/Result Card/Certificate duly attested
- c. New Photograph and Form "B"/SSC Result Card (in case of correction of photograph/gender)

2. Board mistake shall be corrected without fee within one year of the issuance of Registration Card/Result Card/Certificate, where after, fee shall be charged as per schedule.

3. Special children (physically handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee payable to the Board.

4. Case Processing Fee as per schedule given below which is subject to revision from time to time will be charged at HSSC level:-

- i. Rs. 1500/- (Inland)/US \$ 50/- (Abroad) within three (03) years of passing HSSC examination.
- ii. Rs. 4500/- (Inland)/US \$ 150/- (Abroad) after three (03) years of passing HSSC examination.
- iii. Request for Correction after six years of passing HSSC examination will be entertained on additional Payment of Rs.500/- Inland)/US \$ 10 (Abroad) per annum over and above the aforementioned prescribed fee as at para 4 (ii).

Note:

1. Any request for correction found incomplete in any respect shall not be entertained.
2. Complete case for any correction must be submitted within three months after fee is remitted. Thereafter fresh fee will be charged.
3. Fee once deposited will not be refunded being case processing fee.