NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY, NOIDA

GUIDELINES FOR NAME CORRECTION IN NCHMCT ISSUED MARKSHEET/DIPLOMA CERTIFICATE

Please follow the under mentioned procedure/ guidelines for issuance of Name Correction in NCHMCT issued Mark sheet / Certificate:

1. Fill up the prescribed Name Correction application form attached and send it to us with the following documents:
   a) Copy of 10th /12th mark sheet/ certificate attested by gazetted officer.
   b) In case wrong record entry at college level, email required from the college authority
   c) Affidavit
   d) Photo copy of Payment details.
   e) Original mark sheet / certificate, if issued by NCHMCT where name needs to change.

   Send filled application form along with the necessary documents to **National Council for Hotel Management & Catering Technology,** A-34, Sector-62, Noida -201309.

2. **Name Correction :** The fee for Name correction would be applicable as under:

Particulars	Fee (in rupees)
Name correction on Certificate issued by NCHMCT	500/- per certificate
Name correction on Mark sheet (for all courses except M.Sc. in HA)	400/- per mark sheet
Postage charges International	1,500/- per copy
Postage charges domestic	50/- per copy

3. **Payment mode**: The fee needs to be credited to Council's account through online mode/ NEFT only as per details mentioned in Name Correction Application form attached.

4. **Please note**:
   - Name correction will not be carried out if documents are incomplete.
   - Name correction will be carried out within 30 working days from the date of receiving application with all required documents & complete payment.
   - Fee once paid will not be refunded. Please ensure your documents are complete in all respect before applying for Name Correction.

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NCHMCT NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY, NOIDA

NAME CORRECTION APPLICATION FORM

APPLIED FOR :   ☐ MARKSHEET   ☐ CERTIFICATE

Candidate Correct Name (IN CAPITAL – as per mark sheet)_____

Candidate Incorrect Name (IN CAPITAL – as per printed document)_____

NCHMCT Roll No:_____Institute/College Name: _____

Degree/Diploma awarded: _____

Correction on :

Batch year(s):_____   Mobile No:_____

Amount paid:_____

Transaction details with UTR No:_____dated _____

(Attach proof of payment i.e. Screenshot)

(Note: Amount is to be credited to Saving Bank A/c No. **2886101000127,**
Account Holder Name: **National Council for Hotel Management & Catering Technology, NOIDA,**
Bank Name: **CANARA BANK,** Branch address: 1A/40, H BLOCK, SECTOR-63, NOIDA (U.P)- 201301,
IFSC- CNRB0002886, MICR Code:110015178)

_____

Candidate signature & date

FOR OFFICE USE ONLY

a)   The particulars of the candidate have been verified and found correct.

_____
Verified by AD(T) with date

b)   The amount of rupees_____have been received from the candidate vide Receipt
No._____Dated_____.

_____
Accountant signature & date