

OFFICE OF THE PRESIDENT
SCHOOL GAMES FEDERATION OF INDIA

Chamber No. 704-05 Aakriti Tower, 7th Floor, 19B, Vidhan Sabha Marg,
Lucknow-226001

File No. 2061 /SGFI/2025-26

Dated: 06/08/2025

To,
All Affiliated Units,
School Games Federation of India

Subject: Guidelines for Certificate Correction and Duplicate Issuance for National School Games Participants.

Sir/Madam,

It has been brought to the notice of the School Games Federation of India that there exists considerable confusion among coaches, parents, educational institutions and other stakeholders regarding the proper procedures for obtaining certificate correction and duplicate issuance services for certificates awarded during National School Games competitions organized by SGFI.

In view of the above, I am directed to issue the following comprehensive guidelines for strict compliance by all concerned:

1. SCOPE OF SERVICES

The following certificate services are available through SGFI:

- a) **Certificate Correction:** Rectification of errors in participant name, father's name, class, date of birth, school name, event details, etc.
- b) **Duplicate Certificate:** Replacement for lost, damaged or destroyed original certificates.

2. PROCEDURE FOR APPLICATION

All applications for the above services shall be processed through the following mandatory procedure:

2.1 For Students/Parents/Schools:

- i) All requests must be submitted through the respective SGFI Affiliated Unit only.
- ii) Direct applications to SGFI will not be entertained under any circumstances.
- iii) The following documents are required:

For Certificate Correction:

- Original SGFI Certificate
- Academic Certificate (10th Passing Certificate/School Certificate/Class marksheets)
- Processing fee of Rs. 200/-
- Detailed application specifying corrections required

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For Duplicate Certificate:

- Copy of Police FIR (in case of lost certificate) OR Original damaged certificate
- Academic Certificate (10th Passing certificate/School Certificate/Class marksheets)
- Processing fee of Rs. 200/-
- Notarized affidavit explaining circumstances
- Photo identity proof

2.2 Payment Details:

All payments shall be made in favour of "School Games Federation of India" through the following account:

Account Name	:	School Games Federation of India
Bank	:	Union Bank of India
Account No.	:	309502010018244
IFSC Code	:	UBIN0538159
Branch	:	Sachivalaya, Lucknow

Payment may be made through Demand Draft, RTGS/NEFT, UPI or Online Transfer.

3. RESPONSIBILITIES OF AFFILIATED UNITS

All SGFI Affiliated Units are hereby directed to:

- a) Verify the authenticity of documents submitted by applicants
- b) Cross-check application details with original participation records maintained during competitions
- c) Ensure completeness of application before forwarding to SGFI
- d) Provide clear recommendations based on verification of records
- e) Forward all verified applications with unit recommendations to:

Office of the President
School Games Federation of India
Chamber No. 704-705, Aakriti Tower, 7th Floor
19B, Vidhan Sabha Marg, Lucknow - 226001
Email: info23-27@sgfi.org.in

4. PROCESSING TIME

The expected processing time is as follows:

- Processing at Affiliated Unit level: 15-20 working days
- Processing at SGFI headquarters: 10-15 working days
- **Total time:** 25-35 working days approximately

5. COMPLIANCE REQUIREMENTS

- a) All Affiliated Units must strictly follow the prescribed procedure
- b) Incomplete applications will be returned without processing
- c) Only applications routed through Affiliated Units will be accepted
- d) Direct correspondence from individuals will not be entertained

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All Affiliated Units are requested to:

- i) Circulate these guidelines to all schools and institutions under their jurisdiction
- ii) Ensure strict compliance with the prescribed procedure
- iii) Maintain proper records of all applications processed
- iv) Submit quarterly reports to SGFI regarding certificate services provided

I trust that all concerned will extend their full cooperation in implementing these guidelines effectively to ensure smooth processing of certificate-related services.

Sincerely,



(Parth Suresh Doshi)
Chief Executive Officer,
School Games Federation of India



Copy to:

1. The President, School Games Federation of India.
2. All Executive Committee members, School Games Federation of India.



Chief Executive Officer,
School Games Federation of India