

BOARD OF SECONDARY



EDUCATION : ASSAM

GUWAHATI - 21

Application form for Duplicate Marksheet/Admit Card/Provisional Certificate/Migration Certificate

(ONE APPLICATION FORM CAN BE USED FOR ONE DOCUMENT ONLY)

To The Secretary,
Board of Secondary Education, Assam,
Guwahati- 21
Through the Headmaster/Headmistress/Principal/Superintendent

No.
30613

Sir,

I have the honour to respect you kindly to issue me a _____

My particulars are given below :

1. Name in full (IN BLOCK LETTERS) _____
2. Name of Examination _____
3. Whether the examination is Regular/Private/Supplementary/Compartmental (1st, 2nd, 3rd Chance)
 - (a) Roll _____ No. _____ Year _____ (Regular)
 - (b) Roll _____ No. _____ Year _____ (Private)
 - (c) Roll _____ No. _____ Year _____ (Compt. 1st, II III)
 - (d) Roll _____ No. _____ Year _____ (Suppl.)
4. Total Marks Obtained _____
5. Result : Passed in _____ Division/Failed _____
6. School from which the candidate appeared in the above Examination _____
7. Father's name in full _____
8. **Home Address** _____ **Address for Correspondence** _____

Village/Town	C/o
P.O.	Village/Town
P.S.	P.O.
Dist.	Dist.
9. Whether the said document is to be sent by post/to be delivered to authorised person (The certificate shown over-leaf per column 14 must be filled up and signed properly/to be collected personally by the candidate.
10. Purpose for which document is necessary _____
 - (i) Challan of Assam Co-operative Apex Bank Bamunimaidam Branch, (SEBA Complex), Guwahati- 21
C. No. _____ Rs. _____ Date _____
 - (ii) Bank Draft No. _____ Rs. _____ Date _____
(Any Nationalised Bank)
11. What happened to the original documents _____

Yours Faithfully,

Date _____ (Full Signature of the Candidate)
Memo No. _____ Date _____

Forwarded and recommended for issue of the above document (s). Particulars Furnished checked and found correct.

(Signature of the Head of the Institution with Seal)

May/may not be issued
Approved/not approved
Secretary/Dy. Secretary

Rate of fees

Rs. ~~500.00~~ for Migration Certificate

Rs. ~~30.00~~ for Provisional Certificate

Rs. ~~50.00~~ for Duplicate Admit Card

Rs. ~~100.00~~ for Duplicate Marksheet

100/-
100/-
300/-

** The Application must come through the Head of the Institution through which the candidate appeared in the Examination. In case of a candidate appearing in the old course without Test Examination, he may submit application through a Gazetted Officer also.

13. In case of the document to be delivered on authority letter, applicant must attest the signature of the person authorised.

Full particulars along with attested signature of the person authorised must invariably be furnished.

14. Document will be sent by post if the candidate does not collect his/her document within 15 (fifteen) days from the date of submission of the same.

15. If the original document is lost/stolen, a police report testifying the loss/theft mentioning the Roll & No. must be enclosed with the application. In case of Triplicate Copy of the Marksheet and Admit Card paper notification must be enclosed with the application.

16. In the original one is partially damaged, the remaining portion must be attached with this from (In such an event, police report is not necessary provided, the remaining portion bears the Roll and No. of the candidate.)

17. Photocopy of Marksheet to be submitted only for Migration Certificate.

18. Delivery After 3-30 p.m. (every Day)

CERTIFICATE OF AUTHORITY (As per Colmn. No. 13 Above)

I hereby authorise Sri _____

of Village _____ P.O. _____

Dist: _____ to receive the document/documents as mentioned in the application.

FULL SIGNATURE OF THE AUTHORISED PERSON

FULL SIGNATURE OF THE CANDIDATE