

Form No. Ex-47[a]



**Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-781 021**

**APPLICATION FORM FOR DUPLICATE CERTIFICATE
[RULES OVERLEAF]**

To

The Secretary,
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-781 021

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| Application dated Date of receipt Supdt. |
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Through the Principal, College/HS School

Sir,

I have the honour to request you kindly to issue me a H.S. Examination passed Duplicate Certificate. My detailed particulars are given below for your necessary action.

1. Name of the candidate [in Block Letters] :
2. AHSEC Registration Number : of
3. Father's Name in full :
4. Mother's Name in full :
5. Home Address : C/o
Village/Town
P.O. PIN.....
Dist.
6. What happened to the Original Certificate :

| Examination passed | Name of the Board/Council/ University | Year of Examination | Examination Roll & No. | Division | Name of the Institution |
|--------------------|---------------------------------------|---------------------|------------------------|----------|-------------------------|
| HSLC | | | | | |
| HSSLC | | | | | |

STREAM : ARTS / SCIENCE / COMMERCE / VOCATIONAL [Please tick]

| Fee paid [Rs.] | Payment receipt No. and date | Bank Draft No. & date | Assam Co-op. Apex Bank Ltd. Challan No. & date |
|----------------|------------------------------|-----------------------|------------------------------------------------|
| | | | |

DECLARATION BY THE APPLICANT

I hereby declare that the above particulars are true to the best of my knowledge and belief. If any particular(s) is/are found to be false, I shall be liable to action as deem fit.

Full Signature of the applicant

Cont..

RECOMMENDATION OF THE PRINCIPAL

This is to certify that Sri/Smti., Registration No. of student of College/HS School passed the HS Examination, under Roll No. and was placed in Division as Regular / IP / NIP candidate.

Memo No.

Date

Place :

Official Seal

Signature of the Principal with Seal
[Principal's Name in full (in Block Letters)]

OFFICE NOTE & ORDER

Certificate may be issued

Dealing Asstt.
Checked, Certificate, may be issued

Supdt., Certificate Branch

TO STRUCK OFF WHICHEVER IS NOT REQUIRED

RULES

1. The application complete in all respects is to be submitted along with prescribed fee of Rs.100/- (Rupees one hundred) only, failing which the same will be summarily rejected without further communication.
 2. No action will be taken unless the prescribed fee is received by the Council.
 3. In the Challan of the Assam Co-operative Apex Bank Ltd., the name of the candidate, his/her Examination, year, Roll and No. etc. must be quoted.
 4. In case of Private candidate, the application must be countersigned by the Principal of the Recognized Institution from where he/she passed the HS Examination.
 5. The duplicate copy of the fee receipt is to be enclosed along with the application.
 6. The Duplicate Certificate issued will be sent to the Principal of the concerned Institution and will not be handed over to the applicant or any other person without authority of the Principal.
 7. (a) In case of loss or theft of the Original Certificate, the applicant must first inform immediately to the local Police Station/Out Post about the loss or theft of the Certificate and a report of the enquiry in original is to be attached with the application.
(b) The applicant is also required to notify about the loss or theft of the original certificate mentioning clearly the Roll No., year of passing the HS Examination through a daily/weekly newspaper published from the State of Assam. The paper cut of the notification published in original together with volume and date of issue of the paper is to be attached with the application.
 8. In case of partial damage of the Original Certificate, the same should be attached with the application.
- N.B. Money Order/I.P.O. is not acceptable. Prescribed fee should be sent by Bank Draft of any Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21 or payment may also be made by Council's Challan of Assam Co-operative Apex Bank Ltd. available at Noonmati Branch, Bamunimaidam and Silpukhuri Branch, Guwahati Club

Documents need to be enclosed –

- a. Attested copy of Marks-sheet of H.S. & HSLC Examination
- b. Attested copy of Registration Certificate