



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

To

The Secretary
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

[Through the Principal College/ H S School]

Sir,

I have the honour to request you kindly to issue me a Duplicate ***MARKS-SHEET/ ADMISSION CARD** of H.S. FINAL/H.S. FIRST YEAR [*struck off whichever is not required]

My particulars are given below..

1. Name in full [in Block Letters] :
2. Name of Examination : Stream
3. Whether the candidate is Regular / Private / Compartmental ?
 - a) Roll No. Year..... [Regular]
 - b) Roll No. Year [Private]
 - c) Roll No. Year [Compartmental]
4. Registration Certificate No. of
5. Total Marks obtained :
6. Result : Passed in : Division
Failed :
7. College / HS School from where :
appeared in the above Examination
8. a. Father's Name in full :
b. Mother's Name in full :
9. Home Address : Address for correspondence
Vill./Town C/o
P.O. Vill./Town
P.S. PO..... PIN
Dist. Dist.

Cont....

10. Whether the said document is to be sent by post/ to be delivered to a authorized person [authority letter must be enclosed along with the application form as indicated in column No. 14 (overleaf)/ to be collected personally by the candidate.

11. Purpose for which the document is necessary:

12. What happened to the Original document :

13. Challan of Assam Co-operative Apex Bank Ltd. No.dt. Rs.....
or
Bank Draft No. dated Rs.

Yours faithfully,

Full signature of the candidate

Memo No.

Date :

Forwarded and recommended for issue of the above document. Particulars furnished are checked and found correct.

Signature of the Head of the Institution and seal

[For use in the Council's office]

Statement verified and found correct/not correct

Dealing Asstt.

May be / May not be issued

Secretary

Accounts Branch	Exam. Branch
Fee Receipt No.	Issue Book No. Sl. No.....
Date	Date

* Here please write Duplicate Marks-Sheet, Duplicate Admission Card whichever is required

** RATE OF FEES ARE :

Rs. 50.00 for Duplicate Admission Card

Rs. 50.00 for Duplicate Marks-Sheet

*** The application must come through the Head of the Institution through which the candidate appeared in the Examination

14. One application shall be made for one document only i.e. one for Duplicate Marks-Sheet and one for Duplicate Admission Card

15. In case the document is to be delivered on authority letter applicant must attest the signature of the authorized person giving his/her full particulars

16. Documents shall be sent by post if the candidate will not collect his/her documents within 15 (fifteen) days from the date of preparation of the same.

17. In case of loss of the Original Marks-Sheet, the applicant must first notify his/her loss through a Daily/Weekly newspaper published from the State of Assam. The paper cut of the notification in original with a statement indicating the date of publication of the newspaper in which the notification was published must accompany the filled in prescribed form for issuance of a duplicate Marks-Sheet.

18. If the original Marks-sheet is damaged, the damaged marks sheet should be enclosed along with the application form.