



Himachal Pradesh Board of School Education, Dharamshala-176215

(Application for Obtaining Duplicate Certificate)

Please follow the instructions on the back of this page

The fee for Duplicate Certificate 1st.Time 1200/- 2nd.Time 2400/- 3rd.Time 4800/- Fail Card 1st.Time 800/- 2nd.Time 1200/- Immediately Duplicate Certificate 1st.Time 1800/- 2nd.Time 3600/- 3rd.Time 7200/- Fail Card 1st.Time 1200/- 2nd.Time 1800/- Passing Certificate 1st.Time 600/- 2nd.Time 1200/- 3rd.Time 2400/- Merit Certificate 1st.Time 600/- 2nd.Time 1200/- 3rd.Time 1800/- JBT/ D.El.Ed./ TET Certificate 1st.Time 600/- 2nd.Time 1200/- 3rd.Time 1800/-

Note:- You have to get the application form / photo attested by the same Principal/ Headmaster from where you have passed the exam. Private students can get their application form / photo verified from their nearest school center. Must indicate the full name, designation and address of the verifying officer.

1) Applicant Details:-

Name..... Boy/Girl Fees paid.....
 Father's name..... (Please tick) Bank Draft.....
 Mother's name..... Postal Order.....
 Date of birth in words / figures..... Board receipt no.....Date.....

2) Please mention the type of certificate required.....

(Duplicate Certificate 1st/2nd/3rd Merit Certificate/Failed/Split Card)

Reason for obtaining a duplicate certificate

Name of examination

Roll No

Year and Session.....

Marks Obtained.....

Class.....

Result(Pass/Fail).....

Name of the school and district where the examination has been passed from.....

(Private students can get their application / photo verified from their nearest school center. Must indicate the full name, designation and address of the verifying officer.)

Subjects taken 1.....2.....3.....

4.....5.....6.....7.....

3) Permanent address.....

Pin Code..... Mobile No..... Email ID.....

Date.....

Signature of candidate.

Correspondence address:

Roll No.....Class.....

Name

Father's Name.....

Village.....

Post Office

TehsilDistrict

PIN.....(Himachal Pradesh)

Contact No.

Correspondence address:

Roll No.....Class.....

Name

Father's Name.....

Village.....

Post Office

TehsilDistrict

PIN.....(Himachal Pradesh)

Contact No.

Paste an attested
copy of your
recent photo

(TO BE FILLED BY THE VERIFYING OFFICER BY Himself / Herself)

I certify that the applicant.....son/daughter of
Mr..... is the same person whose photograph pasted above is certified by me
and the roll number shown therein.....year.....session..... have taken the examination
underand have signed above in my presence that all particulars mentioned in the application are correct.

(Explicit and full name, designation (Signature
And address of the verifying officer) with seal of the office)
Verification Officer/ Principal/ Headmaster/ Headmistress from where the student has appeared.

Candidates should fill the application form in their own handwriting.

Name and address (for correspondence and for sending duplicate certificates) Write in clear words

.....
.....Pin Code.....

(Rule 4 for other states only)

4) Get the application form verified from the following for receiving a duplicate certificate. Any Government Senior Secondary / High School / Principal / Headmaster of Haryana and Rajasthan / Punjab, where there are recognized schools from other states. The application form must be countersigned by the concerned District Education Officer. The application form will not be accepted without this.

Compulsory Information: Students who have passed the examination in the year 1972 and 1973 will have to certify their application from the Principal / Headmaster of the same school they have appeared / passed for the said exam. They have to verify the date of birth on a plain paper, which will be compulsory to get countersigned by the concerned Education Officer, only then the application form will be accepted.

5) No person can make an application on behalf of any person or take his or any other person's certificate personally from the office. The certificate will be sent by registered post.

6) If the form is properly filled in all respects, the certificate will be issued normally within one month of receipt of application and fee.

7) In the event of loss of original certificate a candidate may get duplicate one by filling up prescribed form, duly attested by head of any recognized school and payment of requisite fee. To obtain a duplicate certificate it is necessary to furnish a copy of FIR/DDR from any police station, provided that if the certificate has been destroyed under any circumstances the candidate has to file an affidavit mention the reason of loss and signed by first class Magistrate to that effect. It is further provided that if the certificate has been damaged & it has visibility of Roll no, session and name of candidates, the applicant has to surrender his damaged certificate along with application form with requisite fee. In such cases no need to furnish any affidavit / FIR or any declaration.

8) To take the third copy of the duplicate certificate, it will be necessary to complete all the formalities which are necessary for taking the second copy. In addition to this, if the certificate is stolen / lost, then FIR (First Information Report) should be lodged in the police station and a copy of the same should be attached with the application form.

9) After this no other copy of the duplicate certificate will be issued under any circumstances.

10) If the certificate is not received within a month, the applicant should write to the Secretary, Himachal Pradesh School Education Board, Dharamshala 176215 and mention his/her name, roll number and year of examination and board fee receipt number in the letter so that action can be taken accordingly.

11) It will be the responsibility of the applicant to check the errors if any in the certificate. The office will not entertain repeated correspondence in this regard.

Comment : Subject wise marks will not be awarded in the cases of candidates whose result sheets have been destroyed or damaged/destroyed due to any reason or are not available. Only duplicate certificates will be issued. All these rules will be effective from 01/01/1994.

Note:- If the applicant does not complete the formalities mentioned in the favour within three months from the date of issue of the discrepancy letter or fails to send the incomplete form to this office even after the issue of the letter, then his/her application for grant of duplicate certificate will be cancelled and the fee deposited by the student will also not be refunded, for which no separate information will be given.

Score

Section Officer

Clerk/ Junior Office Assistant.....