INSTRUCTION-CUM-GUIDELINES FOR ISSUANCE OF DUPLICATE CERTIFICATE

Fee Structure

Sr.No.	Detail	Duplicate Certificate Fee (I Copy)	Triplicate Certificate Fee (II Copy)	Quadruplicate Certificate Fee (III Copy)
1	Duplicate Certificate	1200	2400	4800
2	Duplicate Certificate (Immediate)	1800	3600	7200
3	Fail Card	800	1200	----
4	Fail Card (Immediate)	1200	1800	----
5	Passing Certificate	600	1200	2400
6	Merit Certificate	600	1200	1800
7	JBT/D.El.Ed./TET	600	1200	1800

The duplicate certificate application form along with photo should be attested by the concerned Principal/Headmaster for regular candidate whereas for private candidate the same shall be attested from any Govt./Privately managed affiliated school with full name, designation and address of the verifying officer.

Compulsory Information:

The candidates who have passed the examination in the year of 1972 & 1973 have to get their application forms attested from school's Headmaster/Principal and furnish a certificate of date of birth of candidate in plain paper separately which should be counter signed by the Deputy Director of the concerned district.

1) 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.

2) The applicant must mention his/her contact number on prescribed duplicate certificate form.

3) Duplicate Certificate will be issued within one month in case the application form is completed in all respect or on immediate request within 24 hours depending upon urgency.

4) 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 recognised school with 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.

5) Formalities are same as mentioned in Sr. No.4 for obtaining Triplicate and Quadruplicate certificate.

6) After issuance of 3rd time no other copy of duplicate certificate will be issued under any circumstances.

7) If the certificate is not received within a month, the applicant should write to the Secretary, Himachal Pradesh School Education Board, Dharamshala 176215 (Phone Number. 01892242132) 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.

8) 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.

9) Payment should be made by cash at the cash counter of HPBoSE or by Bank Draft/IPO sent by post in favour of the Secretary, Himachal Pradesh Board of School Education Dharamshala.

Note: 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 consolidated certificates will be issued. All these rules will be effective from 01/01/1994.

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.

(For Other State)

Application Form for obtaining duplicate certificate should be attested from the Headmaster/Headmistress/Principal of any Govt. school of Haryana, Rajasthan or Punjab state etc. Where a matter of Private affiliated schools of other states, application should be attested by Headmaster/Principal of affiliated schools and countersigned by the concerned District Education Officer. Application form will not be accepted without completing the codal formalities.