

**FOR USE IN THE OFFICER**  
**Statement verified and found correct.**

Dealing Assistant

Superintendent  
(Examination/ Certificate)

May/May not be issued

Secretary /Controller of Examinations

\* Here please write Duplicate Mark Sheet, Duplicate Admission Card, Original Certificate, Duplicate Certificate, Triplicate Mark Sheet, Triplicate Certificate, Migration Certificate, Provisional Certificate.

**\*\* Rate of fees: H.S.L.C. Examination:**

Duplicate Mark Sheet .....	₹ 100/-
Duplicate Admission Card.....	₹ 100/-
Duplicate Certificate.....	₹ 200/-
Triplicate Certificate .....	₹ 300/-
Triplicate Mark Sheet .....	₹ 200/-
.....2004 onwards.....	₹ 300/-

**H.S.L.C. Examination:**

Duplicate Mark Sheet .....	₹ 100/-
Triplicate Mark Sheet .....	₹ 200/-
Duplicate Admission Card.....	₹ 100/-
Duplicate Certificate.....	₹ 200/-
Triplicate Certificate .....	₹ 300/-

**Other fees :**

Provisional Certificate, Mark Sheet 2004 onwards.....	₹ 300/-
Replacement of Certificate and Mark Sheet.....	₹ 200/-
Pre-issue of Certificate.....	₹ 200/-
Migration Certificate.....	₹ 200/-
Rank Certificate.....	₹ 200/-

\*\*\* In case of regular candidates, the application must come through the Head of the Institution from which the candidate appeared at the Examination. In case of private candidate the application should come through the Head of the School from which the candidate appeared at the Examination.

**Please Note:**

The application must accompany the following,

- 1) An affidavit sworn before a 1<sup>st</sup> Class Magistrate by the father/guardian of the candidate or the candidate if he/she is not a minor (for both duplicate/triplicate certificate only)
  - 2) Police Report with the case diary number (for both duplicate/triplicate certificate only)
  - 3) A copy of the insertion in the News Paper for the loss/damage of the certificate.
  - 4) For issue of duplicate mark sheets within three months from the date of issue of the original one, the application must accompany the documents stated in (1) and (3).
- In the event of partial damage of the certificate/ mark sheet, enclose the remaining portion.

Rs. 10/- 207

Form No. 68



Sl. No. \_\_\_\_\_

To,  
The Secretary/Controller of Examinations,  
Board of Secondary Education, Manipur, Imphal,  
through the Headmaster/Headmistress/Principal.

Subject :- Application for issue of \_\_\_\_\_

Sir,

I have the honour to request you kindly to issue me \_\_\_\_\_  
My particulars are given below :-

1. Name in full (in block letters) \_\_\_\_\_
2. Father's name (in block letters) \_\_\_\_\_
3. Mother's name (in block letters) \_\_\_\_\_
4. Name of Examination \_\_\_\_\_ Roll \_\_\_\_\_ Year \_\_\_\_\_ Division \_\_\_\_\_
5. School from which appeared in the above Examination \_\_\_\_\_
6. Regular/Private/External/Compartmental/Supplementary \_\_\_\_\_ Date of birth \_\_\_\_\_
7. Home Address : \_\_\_\_\_  
Village/Town etc. \_\_\_\_\_  
P.O. \_\_\_\_\_ P.S. \_\_\_\_\_  
Dist. \_\_\_\_\_  
Address of Correspondence : \_\_\_\_\_  
Village/Town etc. \_\_\_\_\_  
P.O. \_\_\_\_\_ P.S. \_\_\_\_\_  
Dist. \_\_\_\_\_
8. Whether the said document is to be sent by post/to be delivered to authorised person/to be collected personally by the candidate \_\_\_\_\_
9. Purpose for which the document is necessary \_\_\_\_\_
10. What happened to the original document \_\_\_\_\_
11. Mode of payment i.e. Cash/I.P.O. (In case of I.P.O. Please state No. and date of I.P.O.) \_\_\_\_\_

Yours faithfully

Signature of the Candidate

Date \_\_\_\_\_

Forwarded and recommended for issue of the above document which may be delivered to the person whose specimen signature is attested below :-

Attested

Signature of the Head of the Institution  
with seal

P.T.O.

SL. NO.

**DUPLICATE ADMISSION CARD**  
**HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION**  
(Regular/External/Compartmental/Supplementary/Old Course)

Roll No. .... Year of Examination. ....  
Name of Candidate .....  
Father's name .....  
Mother's Name .....  
Address .....

Dealing Assistant

SL. NO.

**BOARD OF SECONDARY EDUCATION, MANIPUR**  
**DUPLICATE ADMISSION CARD**  
(Regular/External/Compartmental/Supplementary/Old Course)

ROLL NO .....



Passport size  
Photograph  
Bearing the name of  
the candidate  
attested by the  
forwarding Head of  
the Institution to be  
affixed here

(To be filled in by the candidate in his/her own handwriting)

Admit (candidate's name) .....  
son/daughter of Shri (Father's name).....  
and Smt. (Mother's name) .....  
of the (School's name)..... School born on  
(in figure).....(in words)..... one thousand nine  
hundred and .....in the H.S.L.C.Examination.....

- 1. First Language ..... In lieu of First Language. 1)..... 2).....
- 2. Subject to be offered:- 1) .....2) .....3) .....4) .....5) .....
- 3. Language for Translation passage in English II or Alt.English (for Old Course).....
- 4. Additional Subject:-..... Arith.& Dom.Sc.or Math (for Old Course) .....
- 5, Optional Subject:- (for Old Course) .....

Signature of the candidate in full.....  
(Not in block letters)

Principal/Headmaster  
with seal

Controller of Examinations