

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 1st 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 : _____ Address of Correspondence : _____
 Village/Town etc. _____ Village/Town etc. _____
 P.O. _____ P.S. _____ P.O. _____ P.S. _____
 Dist. _____ 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.