



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR - 13**

Issued vide

Book Sl.No. _____

Dated _____

FORM OF APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

- | | |
|---|---|
| <p>1. Name and complete Postal address of the applicant for correspondence :-</p> <p>2. a) Father's Name :-</p> <p>3. a) Name of the examination passed :-
b) Year or passing _____
[Annual/Supplementary/Instant]</p> <p>c) Roll No. _____ (d) Regd. No. _____</p> <p>4. Name of the College _____</p> <p>5. Name of the Centre from which appeared :- _____</p> <p>6. Detail circumstances under which the Duplicate pass certificate is applied for:-</p> <p>7. Whether an affidavit has been sworn before Executive Magistrate / Notary Public regarding the loss/ theft or damage of the original Pass Certificate and is attached with the Application ?</p> <p>8. Whether the fee or Rs. 200/- has been paid in the cash counter / or on shape of Bank Draft on favour of Finance Officer, CHSE., Odisha, BBSR and if so state the No. and date of B.D./Cash receipt :-</p> <p>9. Compartmental candidate must mention the current and previous Roll No. (Annual or Supplementary with year and Month):-</p> <p>10. Subjects of Examination 1) MIL() 2) Compulsory/Electives :
3.) Optionals : 4) Extra Optional:</p> <p>11. Division obtained :-</p> | <p>In case of theft / loss of the original certificate Police General Diary No. _____</p> <p>Dt. _____ Signature of Officer - in-charge of the Police Station.</p> <p>Signature with seal</p> |
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I solemnly declare that the particulars furnished above are true, to the best of my knowledge & belief-

Full Signature or the applicant
Date: _____

CERTIFICATE FROM THE HEAD OF THE INSTITUTION

Certified that Sri/Smt. _____ has passed
the _____ examination held in the month of _____ 20 _____
with Roll No. _____ Regn. No. _____

That the particulars furnished by the candidate in his application in the prescribed form have been
verified and found, correct.

That the applicant was issued with the original pass certificate / duplicate pass certificate bearing
Sl.No. _____ and the issue of the duplicate certificate is now recommended.

Memo No. _____ date _____ .

Full Signature of the Principal
with seal and complete
postal address.

- Note :**
1. In case of theft/loss or the original certificate the matter should be reported to the nearest police station and an endorsement as given in the application from be obtained.
 2. In case of loss of the certificate due to flood or fire a certificate to the effect from the concerned Tahasildar should be attached.
 3. In case the certificate is partly destroyed or defaced another certificate will be issued after due scrutiny and after surrender of such certificate.
 4. An affidavit duly sworn in the prescribed form before a Magistrate of the First Class Notary public should be attached along with the Bank Draft or Bank Receipt made payable to the Finance Officer, Council of Higher Secondary Education Odisha Bhubaneswar.
 - 5) The duplicate certificate in all cases shall be -sent to the concerned Head of the Institution only.
 - 6) The duplicate certificate may be made available for despatch to the college concerned after sixty clear working days (excepting Sundays and holidays) From the date of receipt of the applicaton with the prescribed fee complete in all respects.
 - 7) The council shall not however, be responsible for delay in prepaing duplicate certificate due to unavoidable circumstances.
 - 8) Head of the institution who recommends for the duplicate certificate will kindly mention if the candidate applies for the 1st or 2nd duplicate copy of certificate.

FORM OF AFFIDAVIT

(Affidavit should not be executed on this sample copy)

Court fee stamp worth Rs. 1 0.00

IN THE COURT OF EXECUTIVE MAGISTRATE / NOTARY PUBLIC

I Sri / Smt. _____ Son / Daughter of

Sri _____ age _____ years

Occupation _____ residence of _____

on solemn oath and affirmation state as under :-

1. That I have passed the _____ examination held in the month of _____ Year _____ bearing Roll No. _____ Regn. No. _____ through _____ college.
2. That the Original Pass Certificate / Duplicate Pass Certificate which was issued to me by the Council of Higher Secondary Education, Odisha, Bhubaneswar has been lost/stollen/ damaged due to flood/fire (use the word whichever is required) and inspite of my best efforts I am unable to trace it out and
In case it is traced out in future, I shall submit it to the Council of Higher Secondary Education , Odisha, Bhubaneswar for cancellation.
3. That i am in need of a duplicate copy of the said certificate for (State the purpose) I hereby make this declaration as required by the Secretary , Council of Higher Secondary Education, Odisha, Bhubaneswar.
4. That the facts stated in paragraphs 1 to 3 are true to the best of my Knowledge and belief.

Identified by me
Advocate

By the Deponent

I certify that Sri/Smt. _____

Son / Daughter of _____

Who is identified by Sri _____ advocate of

_____ has sworn and signed this
affidavit before me today the _____ of (Month) 20 _____**Executive Magistrate / Notary Public
Office Seal**