



**COUNCIL OF HIGHER SECONDARY EDUCATION – ODISHA  
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR – 751013**

**APPLICATION FOR ISSUE OF COMPUTERISED MARK SHEET  
USE CAPITAL LETTERS ONLY**

To,

The Controller of Examinations,  
Council of Higher Secondary Education, Odisha, Bhubaneswar.

Sir/Madam,

I furnish below particulars about myself and request that a mark sheet may kindly be issued in my favour for which an amount of **Rs. 100 (Rupees One Hundred)** only has been paid by me vide B.D./Cash Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ which is attached herewith.

Name of the Candidate \_\_\_\_\_

1. Name of the Father \_\_\_\_\_

2. Name of the Mother \_\_\_\_\_

3. Examination Roll No. \_\_\_\_\_ / Registration No. \_\_\_\_\_

4. Year of the passing of the Examination \_\_\_\_\_

5. Name of the institution from which passed \_\_\_\_\_

6. Result of the Candidate \_\_\_\_\_

(Attached Two Xerox Copies of Mark Sheet)

7. Reason for applying for a Computerized Mark Sheet \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE IN FULL**

**CERTIFICATE FROM THE HEAD OF THE INSTITUTION  
(TO BE FILLED BY THE CONCERNED COLLEGE/H.S. SCHOOL)**

**Memo No \_\_\_\_\_ / Dt. \_\_\_\_\_ /**

Certified that Sri/Smt. \_\_\_\_\_ bearing Roll No \_\_\_\_\_  
\_\_\_\_\_/ Regd. No \_\_\_\_\_ has passed the H.S. Exam \_\_\_\_\_ and the  
particulars furnished by the candidate in the prescribed form has been verified and found correct.

**ADDRESS FOR COMMUNICATION**

**SIGNATURE OF THE PRINCIPAL (WITH SEAL)**