



**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.

1. Name of the Candidate _____

2. Name of the Father _____

3. Name of the Mother _____

4. Examination Roll No. _____ / Registration No. _____

5. Year of the passing of the Examination _____

6. Name of the institution from which passed _____

7. Result of the Candidate _____
(Attached Two Xerox Copies of Mark Sheet)

8. 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)