



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA PRAJNAPITHA, C- 2, SAMANTAPUR, BHUBANESWAR - 751013

Issued vide _____

Book Sl. No. _____

Dated _____

FORM OF APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

1. Name of the applicant :- _____
2. a) Father's Name :- _____
b) Mother's Name :- _____
3. a) Name of the examination passed :- _____
b) Year of passing _____
[Annual/Supplementary/Instant]
c) Roll No. _____ (d) Regd. No. _____
4. Name of the College _____
5. Name of the Centre from which appeared :- _____
6. Detail circumstances under which the Duplicate pass certificate is applied for :- _____
7. Whether the fee of Rs. 1000/- has been paid in favour of Finance Officer, CHSE., Orissa, BBSR and if so state the No. and date of B.D./Cash receipt :- _____
8. Compartmental candidate must mention the current and previous Roll No. (Annual or Supplementary with year and Month) :- _____
9. Subjects of Examination 1) MIL () 2) Compulsory/Electives : _____
3) Optionals : _____ 4) Extra Optional : _____
10. Division obtained :- _____
11. Complete Postal Address with PIN :- _____
12. Mobile No. :- _____

In case of theft / loss of the original certificate Police General Diary No. _____

Dt. _____ Signature of Officer-in-charge of the Police Station.

Signature with seal

I solemnly declare that the particulars furnished above are true.

Full Signature of the applicant
Date : _____

CERTIFICATE FROM THE HEAD OF THE INSTITUTION

Certified that Sri/Smt. _____ has passed
the _____ examination held in the month of _____ 19 /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 application for issue of the duplicate certificate is now recommended.

Memo No. _____ date _____.

Signature of the Principal
with seal

Note :

- 1) In case of theft/loss of the original certificate the matter should be reported to the nearest police station and an endorsement as given in the application form 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) The council shall not however, be responsible for delay in preparing duplicate certificate due to unavoidable circumstances.
- 5) Head of the Institution who recommends for the duplicate certificate will kindly mention if the candidate applies for the 1st or 2nd duplicate certificate.