



**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**

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| <p>1. Name of the applicant :-</p> <p>2. a) Father's Name :-<br/>b) Mother's Name :-</p> <p>3. a) Name of the examination passed :-<br/>b) Year of passing _____<br/>[Annual/Supplementary/Instant]<br/>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 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 :- _____</p> <p>8. Compartmental candidate must mention the current and previous Roll No. (Annual or Supplementary with year and Month) :- _____</p> <p>9. Subjects of Examination 1) MIL ( ) 2) Compulsory/Electives :<br/>3) Optionals : 4) Extra Optional :</p> <p>10. Division obtained :- _____</p> <p>11. Complete Postal Address with PIN :- _____</p> <p>12. Mobile No. :- _____</p> | <p>In case of theft / loss of the original certificate Police General Diary No. _____<br/>Dt. _____ Signature of Officer-in-charge of the Police Station.</p> <p style="text-align: center;">Signature with seal</p> |
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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.