



Assam Higher Secondary Education Council

Guwahati – 781 021

APPLICATION FORM FOR DUPLICATE MARK SHEET AND DUPLICATE ADMISSION CARD

To,

The Secretary,
Assam Higher Secondary Education Council,
Bamunimaidan, Guwahati – 781021

Through the Principal,

..... College/H.S. School

Sir,

I have the honour to request you kindly to issue me a Duplicate ***MARKS SHEET/ADMISSION CARD**.

My particulars are given below :

1. Name in full (in Block Letters).....
2. Name of Examination..... Stream.....
3. a) Whether the candidate is regular/private/compartmental.
b) Roll.....No..... Year.....(Regular)
c) Roll.....No..... Year.....(Private)
d) Roll.....No..... Year.....(Compartmental)
4. Registration Certificate No.....of year.....
5. Total Marks obtained.....
6. Result : Passed in Division/Failed
7. College/H.S. School from where appeared in the above Examination
8. Father's Name in full.....
9. **Home Address :** Village/Town..... P.O..... P.S..... Dist.....
Address for Correspondence : C/o..... Vill./Town..... P.O.....Pin..... Dist.....
10. Whether the said document is to be sent by post/to be delivered to a authorized person (authority letter must be enclosed along with the Application form as indicated in column No. 14 overleaf)/to be collected personally by the candidate. |
11. Purpose for which the document is necessary.....
12. What happened to the original document.....
13. i) Challan of Assam Co-operative Apex Bank Ltd.
No.....dt..... |
ii) Bank Draft No.....dt..... |

Rs.

Yours faithfully,

Full Signature of the candidate

Date:

Memo No.

Forwarded and recommended for issue of the above document. Particulars furnished are checked and found correct.

Signature of the* Head of
the Institution and Seal

(For use in the Council's Office)

Statement verified and found correct/not correct

.....Dealing Assistant

May/May not be issued

<u>Account Br.</u>	<u>Exam Br.</u>
Fee Receipt No.	Issue Book No.....Sl. No.....
Date.....	Date.....

* Here please write Duplicate Marks Sheet, Duplicate Admission Card whichever is required.

** **RATES OF FEES ARE:**

Rs. 25.00 for Duplicate Admission Card.

Rs. 25.00 for Duplicate Marks Sheet.

*** The application must come through the Head of the Institution through which the candidate appeared in the Examination.

14. One application must come for one document only i.e. one for Duplicate Marks Sheet and one for Duplicate Admission Card.

15. In case the document is to be delivered on authority letter, applicant must attest the signature of the authorized person giving his/her full particulars.

16. Documents shall be sent by post if the candidate will not collect his/her documents within 15 (fifteen) days from the date of preparation of the same.

17. In case of loss of the original Marks Sheet, the applicant must first notify his/her loss through a Daily/Weekly news paper published from the state of Assam. The paper cut of the notification in original with a statement indicating the date of publication of the news paper in which the notification was published must accompany the filled in prescribed form for issuance of a duplicate Marks Sheet.

18. If the original Marks Sheet is damaged, the damaged marks sheet should be enclosed along with the application form.