

044234

Price Rs. 15.00

No.
Form No. 3 (c)-6

Central Office :
West Bengal Council of H. S. Education
Vidyasagar Bhavan
9/2, Block DJ, Sector-II
Salt Lake, Kolkata-700 091
Ph. : 033-2337-4984 to 87

Kolkata Regional Office :
W. B. Council of H. S. Education
Bikash Bhavan,
North Block (2nd Floor)
Salt Lake, Kolkata - 700 091
Ph. : 033-2334-3193

To
The Deputy Secretary (KRO/BRO/MRO/NBRO)
West Bengal Council of Higher Secondary Education

North Bengal Regional Office
W. B. Council of H.S. Education
Rahul Sankrityayan Bhavan
P.O. : North Bengal University
Pin : 734013, Dist. : Darjeeling
Ph. : 0353-2582-097

Burdwan Regional Office
W. B. Council of H. S. Education
Nazrul Bhavan, Behind LIC Office,
5, Ichlabad (Jalkalmath), P.O. : Sripally,
Dist. : Burdwan, Pin : 713103
Ph. : 0342-2644720/2541427

Midnapore Regional Office
W. B. Council of H. S. Education
'Sahid Matangini Bhavan' Bidhannagar East
72, Station Road, P.O. & Dist. : Paschim
Medinipore, Pin : 721101, Ph. : 03222-276-318

Police Diary No.
Date.....
(In case of lost or stolen)
Signature of the O. C. of P.S.

Subject : APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

FOR VERIFICATION
NOTE BY COUNCIL'S
OFFICE ONLY



Result verified

Sir,

I beg to apply for issuing a Duplicate Certificate in my favour for the following Examination as the original one has been Lost/Stolen/Damaged (in case of Stolen/Lost. Police Diary is to be enclosed and in case of Damaged, the Damaged Certificate is to be attached.)

1. Name in full (In Block Letters) :
2. Son/Daughter/Ward of (In Block Letters) :
3. Full Address (For Correspondence) :
4. Name & Address of Institution from where appeared :
5. Higher Secondary Examination, year
6. Stream (General/Vocational/External) :
7. Registration No. with year :
8. Roll & No with year :
9. Passed in Division **Rs. 200/-**
10. Fees of Rs. ~~80/-~~ (Ordinary)/Rs. ~~90/-~~ (Urgent), shall be paid for issue of Duplicate Certificate. Such fees shall be deposited by cash/bank draft drawn in favour of 'W. B. Council of H. S. Education'.

Yours faithfully,

Full Signature of the Candidate

Date

Forwarded to the Secretary for necessary action,
The above statement is true to the best of my knowledge and belief.

Date

Signature of the Head of the Institution with
Office Seal

N. B. : Delivery of Duplicate Certificate : Between 12 noon to 2 P.M.
Urgent : within 10 clear working days.
Ordinary : within 30 clear working days.

P.T.O.

- N.B. :** (1) Application Form filled in wrongly will be rejected without any reference to the applicant.
- (2) Document applied for remaining unclaimed beyond six months from the date of receipt will be destroyed. Fees submitted for the purpose shall not be refunded even in the cases of rejected forms.
- (3) In case of personal delivery, letter of authority (specimen below) from the Institution should be produced at the time of delivery.
- (4) In case of postal delivery, current postal charge (Registration) shall be paid separately in the prescribed manner mentioned at SL. No. 10 of the application.

SPECIMEN OF LETTER OF AUTHORITY

To
 The Deputy Secretary (KRO/BRO/MRO/NBRO)
 W. B. Council of H. S. Education

Sub : Delivery of Duplicate Certificate

Dear Sir,

I do hereby authorise Shri/Smt.

..... bearing Roll No
 at the Higher Secondary Examination to receive his/her Duplicate
 Certificate.

The Signature of Shri/Smt.

is attested below by me.

Date :

Yours faithfully,

Signature of Shri/Smt.

ATTESTED

(Signature of the Head of the Institution
 with Office seal)

Code number of the Institution

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(Signature of the Head of the Institution
 with Office Seal)