

**Central Office :**

West Bengal Council of H.S. Education  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-11  
Salt Lake, Kolkata-700091

**Kolkata Regional Office :**

W.B.Council of H.S. Education  
Bikash Bhavan  
North Block (2nd Floor)  
Salt Lake, Kolkata-700091

**North Bengal Regional Office :**

W.B Council of H.s. Education  
Rahul Sankrityayan Bhavan  
P.O. - North Bengal University  
Dist - Darjeeling,

**Burdwan Regional Office :**

W.B Council of H.s. Education  
Nazrul Bhavan (behind LIC Office)  
5, Ichlabad (Jalkal Math),  
P.O.Sripally, Dist : Bardhaman

**Midnapore Regional Office :**

W.B Council of H.s. Education  
Jack paul Bhavan,  
Raja N.L.Khan Road, Nanur Chawak  
P.O.Midnapore, Dist : Paschim Medinipore

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

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

Subject : **APPLICATION FOR DUPLICATE MARKSHEET**

Sir,

I beg to apply for issuing a Duplicate Marksheet in my favour for the Higher Secondary Examination/ Higher Secondary (External) Examination ..... (In case of Stolen / Lost, Police Diary is to be enclosed and in case of damaged the damaged Mark-Sheet is to be attached).

1. Higher Secondary Examination / H.S (Ext.)/Spl.H.S./H.S.(Voc) Year .....

2. Full Name(In Block Letters) :

3. Father's/Mother's/Guardian's Name :

4. Full Address :

5. Name,Address and Code of the Institution :

6. REGISTRATION NO WITH YEAR :

7. ROLL & NO WITH YEAR :

8. Subject Offered at the Said Examination :

9. The fees of R.s 80/= (ordinary fee), Rs. 90/- (Urgent fee) shall be paid for the Duplicate Marksheet. Such fees shall be deposited by cash/bank draft drawn in favour of 'W.B.Council of H.S. Education.'

★ I like to take delivery of my document personally / by post / through Institution. (pen through whichever is not applicable)

Yours faithfully,

\_\_\_\_\_  
Full Signature of the Candidate

Date.....

I certify that the above statement made by the applicant is true to the best of my knowledge and belief.

Date.....

Signature of the Head of the Institution with Office Seal

Code Number of the Institution

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

P.T.O.

| Verification Note<br>(for Council's Office only) |  |      |                              |
|--|--|------|------------------------------|
|  |  |      | Paper                        |
|  |  | Gr-A | Languages                    |
|  |  | Gr-B |                              |
|  |  | Th 1 | Compulsory Elective subjects |
|  |  | Pr.  |                              |
|  |  | Th 2 |                              |
|  |  | Pr.  |                              |
|  |  | Th 3 | Optional Elective Subject    |
|  |  | Pr.  |                              |
|  |  |      | ENVE                         |
|  |  |      | Total                        |
|  |  |      | Dvn                          |

\* APPLICANT SHOULD NOT WRITE ANYTHING IN THE ABOVE PROFORMA

- 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 postal 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. 9 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 Mark-Sheet**

Dear Sir,

I do hereby authorise Shri/Smt .....  
 to receive the duplicate Mark-Sheet of Shri/Smt .....  
 bearing Roll ..... No ..... at the Higher Secondary Examination ..... in  
 General / Vocational Stream / H.S. External Examination.

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

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

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

Delivery Of Duplicate Mark-Sheet

Urgent : Normally within 10 clear working days.

Ordinary : Normally within 30 clear working day.