

WEST BENGAL BOARD OF MADRASAH EDUCATION

Moulana Abul Kalam Azad Bhavan
DD-45, Salt Lake City, Kolkata - 700 064

PRESCRIBED FORM OF APPLICATION FOR DUPLICATE COPY

To
The Secretary
West Bengal Board of Madrasah Education
Moulana Abul Kalam Azad Bhavan
DD-45, Salt Lake City,
Kolkata - 700 064

Name of Madrasah.....
.....
Address.....
.....
Index No. :.....
Office Ph. No.....

Sir,

I hereby apply for a duplicate copy of Registration Certificate / Admit Card / Marksheet / Certificate as my Original one has been lost / stolen / damaged.

The same may kindly be issued in my favour within the stipulated period.

The prescribed ordinary / urgent fee of Rs..... (Rupees.....)

.....) only has been deposited in money receipt through, SB-Collect of the State Bank of India.

- The damaged portion of original documents is attached.

[I like to take delivery of the document (please tick (✓))]

(i) Personally (ii) Through Madrasah (iii) Authorised Letter

Necessary Particulars :

- A. Name (in Block Letters) :
- B. Father's Name :
- C. Postal Address :
- (in Full Block Letters)
- D. Name of the Police Station :
- E. Name of the Examination : Year.....
- Roll..... No.....
- F. Name of the Institution :

Your's faithfully

Full Signature of the applicant

Mob. :

Cont. No. :

N.B. : *Strike out if not applicable

INCASE OF LOSS / THEFT / DAMAGE OF DOCUMENT
Police General Diary No.Dt.....Time.....

In case of personal delivery one copy of passport size photography of the applicant duly attested by the Head of the Institution may be pasted here

Signature of the Officer-in-charge or Duty Officer of the Police Station with Seal and date

No.

Date.....

Forwarded to :

The Secretary
 West Bengal Board of Madrasah Edn.
 Moulana Abul Kalam Azad Bhavan
 DD-45, Salt Lake City,
 Kolkata - 700 064

The above statement is believe to be true.

The Duplicate copy of the document may be sent to me and I undertake to deliver the samd to the applicant on proper identification.

The Application along with Challan / Original Money Receipt through SB-Collect.....of State Bank of India.....drawn in favour of State Bank of India A/c West Bengal Board of Madrasah Education Fund is hereby forwarded.

Date.....

*Signature of the held of the Institution
 (with Seal)*

Cont No.

Fees with effect from Academic Session 2019-20

	Ordinary	Urgent (with Supporting Documents)
Duplicate Registration Certificate	Rs. 80/-	Rs. 200/-
Duplicate Admit Card	Rs. 80/-	Rs. 200/-
Duplicate Marksheet	Rs. 80/-	Rs. 200/-
Duplicate Certificate	Rs. 80/-	Rs. 200/-
Migration Certificate	Rs. 150/-	Rs. 200/-