



# West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-16

## FORM OF APPLICATION FOR DUPLICATE CERTIFICATE/ MARKSHEET/ ADMIT CARD/ REGISTRATION CERTIFICATE/ORIGINAL MIGRATION CERTIFICATE (INWARD/OUTWARD) (USE SEPARATE APPLICATION FORM FOR EACH DOCUMENT)

Application form duly filled in together with prescribed fee payable for the records of examination. From 1974 onwards forms are required to be submitted to the respective Regional office i.e. North Bengal, Midnapore and Burdwan. Payment should be made in cash or Demand Draft in favour of RBI Kolkata A/C. West Bengal Board of Secondary Education Fund through the prescribed challan.

### OFFICE USE ONLY (NOT FOR APPLICANT)

Candidate's Name: .....  
(In block Letters)  
Father's Name: .....  
Roll.No/Regtn.No ..... Year .....  
Date of Birth: .....  
Subject: .....  
Division..... Index No: .....  
Part No: ..... Cert. No .....  
As per D/R Verified

In case of loss/theft of original certificate Police general Diary No.....  
Date...../enclosed copy of the receipt from the concerned P.S with  
Signature & Seal of the O.C (In case of issue of Duplicate Certificate only)

To,  
The Deputy Secretary (Records)  
Sir,

I beg to apply for a duplicate Certificate/Mark Sheet/Admit Card/Registration Certificate/Original Migration Certificate (Inward/Outward) in my favour. The particulars are given below:

Shri/Smt .....  
Son/Ward/Daughter of ..... Residing at .....  
.....  
..... PS..... Registered for  
appearing/appeared at/Passed the ..... Examination held in the  
month of ..... of the Year ..... Bearing Registration No.....  
Of the year ..... Roll..... No..... Year.....  
from ..... School as a  
regular/Private/an external candidate in the ..... division.  
Nationality.....

### FILL UP FOLLOWING DETAILS (FOR NON-INDIAN):

Name of the school last attended: .....  
School address.....  
Class read last: ..... Nationality ..... Name of the School/  
College and Class where the Candidate seeks admission: .....  
Cash challan No ..... Date ..... Draft No..... Drawn  
On Bank .....

Yours faithfully,

- Encl: Copy of documents duly attested (give ✓)
- (a) Admit Card.
  - (b) Registration Certificate
  - (c) Mark Sheet
  - (d) Migration Certificate.
  - (e) Transfer Certificate.
- (\* For External/Private Candidate only)

Full signature of the Candidate (in English)  
Verified and Countersigned

Signature of the Head of the Institution  
/Gazetted Officer with seal

Index No. of the School

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See instruction overleaf

## RULES AND CONDITIONS

### **FOR THE ISSUE OF DUPLICATE CERTIFICATE/ MARK SHEET/ ADMIT CARD/REGISTRATION CERTIFICATE/MIGRATION CERTIFICATE**

1. The documents may not be delivered by post. It should be collected by the candidate or his authorised person with Board's cash challan, obtained on payment of fees.
2. In case of a regular candidate of a school the application should be forwarded by the Head of the Institution from which the candidate was enrolled and for CC, Compartmental, Private or External candidate, the application may be forwarded by (I) The Headmaster or Headmistress of a recognised High School, (II) the Principal of a recognised college, (III) a Gazetted Officer of the Central or State Government.
3. Application for the issue of any of the documents is to be properly countersigned and sent to the Deputy Secretary (Records) along with the requisite fee and following details:
  - I) Full name of the candidate and his/her present address in full in block letter.
  - II) The name, month and year of the Examination.
  - III) The name of the Institution from which he/she was sent up for the Examination concerned.
  - IV) Correct Roll, Number and Registration No. of the candidate with year.
  - V) For duplicate certificate, either damaged portion of the certificate or General Diary No. and date with seal duly signed by the O.C. should be attached with the application.
  - VI) For Migration Certificate, attested Xerox copy of Admit card, Mark sheet, Certificate and Registration Certificate should be attached with the application form.

THE BOARD SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY DUPLICATE DOCUMENT IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.

NATIONALS OF BANGLADESH ARE TO APPLY THROUGH THE MINISTRY OF EDUCATION, DHAKA.

4. Rates of Fees:

a) Duplicate Certificate	70/-
b) Duplicate Mark Sheet	70/-
c) Duplicate Admit Card.	70/-
d) Duplicate Registration Certificate	70/-
e) Migration Certificate (Original)	200/-

5. The documents will be made available for delivery after 15 clear working days from the date of receipt of the application and fees. The Board, however, reserves the right- not to issue any duplicate document in case it is deemed fit. Complaints for non-receipt of the documents will not be entertained after a period of 3 months from the date of submission.

The Board shall not however be responsible for the delay in preparing the duplicate documents due to unavoidable circumstances.

6. Receiving hours at office cash counter (Application & Fees) 10 A.M. to 4.00 P.M. on weekdays.

By order

*Partha Roy*

SECRETARY