

GOVERNMENT OF ASSAM
EDUCATION (SECONDARY) DEPARTMENT
DISPUR : GUWAHATI

No. ASE. 146 / 2012 /144

Dated Dispur the 11th March'2013

OFFICE MEMORANDUM

Subject : Guideline on standard procedures to be followed for issuance of Duplicate Marksheet/Additional Copy of Marksheet.

With a view to provide the delivery of public service to the people within stipulated time limit and for matters connected therewith and incidental thereto, Governor of Assam is pleased to notify the following services to be provided by Secondary Education Department.

Issuance of Duplicate Marks sheet/ additional copy of Marksheet :- In connection with loss or damage of the original mark-sheet , a candidate can apply for a duplicate one in the prescribed format to the authority concerned. As per requirement of Foreign University while applying for additional Marksheet copy of the document of concerned Foreign University showing such requirement shall have to be submitted alongwith the application.

1. Eligibility Criteria: - The applicant must have appeared in the examination for which he/she requires the duplicate/ Additional copy of Marks-sheets from that particular institute/ Centre under which he / she appeared in that examination under the Board or the Council.

2. Procedure to obtain the Service :-

(a) In case of loss/theft of the original mark-sheet, the applicant must File an FIR in the local police station or out post about the loss or theft of the Marksheet. Then he/she has to apply in the prescribed format to the Secretary-SEBA / Controller of Examinations-AHSEC / Secretary-SMEBA as the case may be alongwith necessary application fee and copy of FIR.

(b) In case of damage the applicant can apply directly to concerned Authority. The application must be countersigned by the Head of the recognized Institution from where he/she appeared the examination. SEBA/AHSEC/SMEBA will send the duplicate/ Additional copy of marks-sheet within stipulated time frame as mentioned in the citizen charter directly to the applicant or in his / her enclosed envelope. In case of private candidate, the procedure to obtain the service will be same as stated above.

3. List of Documents required:

i) Application in the prescribed format duly countersigned by the Head of the Institute alongwith copy of FIR in case of loss/theft.

ii) In case of partial damage of the original mark-sheet, the damaged marksheet should be attached with the application.

iii) Photocopy of Admit Card duly attested (Optional)

iv) Requisite fee as prescribed by the Board, in the form of Assam Co-operative Apex Bank Challan, Bamunimaidam Branch, Guwahati-21/ in the form of Cash or Bank Draft of any Nationalized Bank is to be annexed alongwith application form in favour of the Secretary of the board/council.

v) A self addressed stamped (Registered / General as the case may be) envelope is to be enclosed alongwith the application form.

4. Citizen Charter:- As at Annexure A

5. Standard Application Forms : - As at Annexure X

Sd/-

N.M. Hussain, IAS
Commissioner & Secretary to the Govt. of Assam,
Education (Secondary) Department.

Memo No. ASE. 146 / 2012 / 144-A

Dated Dispur the 11th March'2013

Copy to-

1. The Principal Secretary, AR & T, Govt. of Assam for information & necessary action.
2. Secretary-SEBA / AHSEC, Bamunimaidam, Guwahati for information and necessary action.
4. The DSE, Assam / DME, Assam, Kahilipara, Ghy-19 for information.
5. PS to Hon'ble Minister, Education etc. for kind appraisal of the HME.
6. PS to the Chief Secretary, Assam for kind information.
7. All Inspector of Schools, Assam for circulation.

Deputy Secretary to the Govt of Assam,
Education (Secondary) Department.

GOVERNMENT OF ASSAM
EDUCATION (SECONDARY) DEPARTMENT
DISPUR : GUWAHATI

No ASE. 146 / 2012 / 145

Dated Dispur the 11th March'2013

OFFICE MEMORANDUM

Subject : Guideline on standard procedures to be followed for issuance of Duplicate / Additional copy of Pass Certificate.

With a view to provide the delivery of public service to the people within stipulated time limit and for matters connected therewith and incidental thereto, Governor of Assam is pleased to notify the following services to be provided by Secondary Education Department.

Issuance of Duplicate/Additional copy of Pass Certificate :- In connection with loss or damage of the original pass certificate, a candidate can apply for a duplicate or additional one in the prescribed format to the authority concerned. As per requirement of Foreign University while applying for additional Certificate copy of the document of concerned Foreign University showing such requirement shall have to be submitted alongwith the application.

1. **Eligibility Criteria :-** The applicant must have appeared /passed in the examination for which he/she requires the duplicate/ Additional copy of Certificate from a particular institute/ Centre under which he / she appeared in that examination under the Board or the Council.

2. **Procedure to obtain the Service : -**

(a) In case of loss/theft of the original certificate, the applicant must file an FIR in the local police station or outpost about the loss or theft of the certificate. Then he/she has to apply in the prescribed format to the Secretary-SEBA / Controller of Examinations-AHSEC / Secretary-SMEBA as the case may be along-with necessary application fee and copy of FIR.

(b) In case of damage the applicant can apply directly to concerned Authority. The application must be countersigned by the Head of the recognized institution from where he/she passed the examination. SEBA/AHSEC/SMEBA will send the duplicate/ Additional copy of certificate within stipulated time frame as mentioned in the citizen charter directly to the applicant or in his / her enclosed envelope. In case of private candidate, the procedure to obtain the service will be same as stated above.

3. **List of Documents required:-**

- i) Application in the prescribed format duly countersigned by the Head of the Institute alongwith copy of FIR in case of loss or theft.
- ii) In case of partial damage of the original Certificate, the damaged Certificate

should be attached with the application.

iii) Photocopy of the Marksheet duly attested.

iv) Photocopy of the Admit Card duly attested (Optional)

v) Photocopy of Registration Certificate duly attested

iv) Requisite fee as prescribed by the Board, in the form of Assam Co-operative Apex Bank Challan, Bamunimaidam Branch, Guwahati-21/ in the form of Cash or Bank Draft of any Nationalized Bank is to be annexed alongwith application form payable in favour of the Secretary of the board/council

v) A self addressed stamped (Registered / General as the case may be) envelope is to be enclosed alongwith the application.

1. **Citizen Charter:-** As at Annexure A
2. **Standard Application Forms :-** As at Annexure Y

Sd/-

N.M. Hussain, IAS

Commissioner & Secretary to the Govt. of Assam,
Education (Secondary) Department.

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Deputy Secretary to the Govt of Assam,
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EDUCATION (SECONDARY) DEPARTMENT
DISPUR : GUWAHATI

No. ASE. 146 / 2012 /146

Dated Dispur the 11th March'2013

OFFICE MEMORANDUM

Subject : Guideline on standard procedures to be followed for **issuance of Migration Certificate.**

With a view to provide the delivery of public service to the people within stipulated time limit and for matters connected therewith and incidental thereto, Governor of Assam is pleased to notify the following services to be provided by Secondary Education Department.

Issuance of Migration Certificate :- The candidates who wants to study outside the state or wish to study under CBSE, are required to obtain Migration certificate from SEBA /AHSEC

1. **Eligibility Criteria:-** The applicant must have registered himself / herself in the particular board from which he requires the Migration certificate.

2. **Procedure to obtain the Service :-** The candidate will have to apply in the prescribed format along-with recommendation of the Head of the Institute where he / she registered him / her as student to Secretary-SEBA / Deputy Secretary (RPR Branch) AHSEC as the case may be. SEBA / AHSEC will send the migration certificate in due course of time as mentioned in the citizen charter to the applicant directly in his / her enclosed envelope.

3. **List of Documents required:-**

- i) The prescribed form along-with the Registration card in original is to be surrendered along-with the recommendation of the Head of the Institute.
- ii) Requisite fee as prescribed by the Board, in the form of Challan from the Assam Co-operative Apex Bank, Bamunimaidam Branch, Guwahati-21/ in the form of Cash or Bank Draft of any Nationalized Bank is to be annexed along with application form payable in favour of the Secretary of the board/council.
- iii) A self addressed stamped (Registered / General as the case may be) envelope is to be enclosed along with the application.

4. **Citizen Charter:-** As at Annexure A

5. **Standard Application Forms :-** As at Annexure Z

Sd/-

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