



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

