

Rs. 10/-

Form No. 68

To

The Secretary/Controller of Examinations,
Board of Secondary Education, Manipur, Imphal,
Through the Headmaster/Headmistress/Principal.



Sl. No.

Subject :- Application for issue of

Sir,

I have the honour to request you kindly to issue me

My particulars are given below :-

1. Name in full (in block letters)
2. Father's name (in block letters)
3. Mother's name (in block letters)
4. Name of Examination Roll Year Division
5. School from which appeared in the above Examination
6. Regular/Private/External/Compartmental/Supplementary Date of Birth
7. Home Address : Address of Correspondence :
Village/Town etc. Village/Town etc.
P.O. P.S. P.O. P.S.
Dist. Dist.
8. Whether the said document is to be sent by post/to be delivered to authorised person/to be collected personally by the candidate
9. Purpose for which the document is necessary
10. What happened to the original document
11. Mode of payment i.e. Cash/I.P.O. (In case of I.P.O. Please state No. and date of I.P.O.)

Yours faithfully,

Date

Signature of the Candidate

Memo No.

Date

Forwarded and recommended for issue of the above document which may be delivered to the person whose specimen signature is attested below :-

- 1.
- 2.
- 3.

Attested

Signature of the Head of the Institution
with seal.

P.T.O.

FOR USE IN THE OFFICE
Statement verified and found correct.

Dealing Assistant

Section Officer

May/May not be issued.

Secretary/Controller of Examinations

Here please write Duplicate Mark Sheet, Duplicate Admission, Original Certificate, Duplicate Certificate, Triplicate Mark Sheet, Triplicate Certificate, Migration Certificate, Provisional Certificate.

Rate of fees : H.S.L.C. Examination :

Duplicate Mark Sheet	Rs. 50.00
Duplicate Admission Card	Rs. 50.00
Duplicate Certificate	Rs. 100.00
Triplicate Certificate	Rs. 200.00
Triplicate Mark Sheet	Rs. 100.00
.....2004 onwards	Rs. 150.00

H.S.S.L.C. Examination :

Duplicate Mark Sheet	Rs. 60.00
Triplicate Mark Sheet	Rs. 100.00
Duplicate Admission Card	Rs. 50.00
Duplicate Certificate	Rs. 100.00
Triplicate Certificate	Rs. 200.00

Other Fees :

Provisional Certificate, Mark Sheet 2004 onwards	Rs. 150.00
Replacement of Certificate and Mark Sheet	Rs. 50.00
Pre-issue of Certificate	Rs. 50.00
Migration Certificate	Rs. 100.00
Rank Certificate	Rs. 50.00

In case of regular candidates, the application must come through the Head of the Institution from which the candidate appeared at the Examination. In case of private candidates the application should come through the Head of the School form which the candidate appeared at the Examination.

Please Note :-

The application must accompany the followings:

- 1. An affidavit sworn before a 1st Class Magistrate by the father/guardian of the candidate if he/she is not a minor (for both duplicate/triplicate certificate only)*
- 2. Police Report with the case diary number (for duplicate/triplicate certificate only)*
- 3. A copy of the insertion in the News Paper for the loss/damage of the certificate.*
- 4. For issue of duplicate mark sheets within three months from the issue of the original one, the application must accompany the documents stated in (1) and (3).*

In the event of partial damage of the certificate/mark sheet, enclose the remaining portion.