

**Central Office :**

West Bengal Council of H.S. Education  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-11  
Salt Lake, Kolkata-700091

**Kolkata Regional Office :**

W.B. Council of H.S. Education  
Bikash Bhavan  
North Block (2nd Floor)  
Salt Lake, Kolkata-700091

**The Deputy Secretary,**

**North Bengal Regional Office**  
W.B Council of H.S. Education  
Rahul Sankrityayan Bhavan  
P.O. - North Bengal University  
Dist - Darjeeling,

**The Deputy Secretary,**

**Burdwan Regional Office**  
W.B Council of H.S. Education  
Nazrul Bhavan (behind LIC Office)  
5, Ichlabad (Jalkal Math),  
P.O. Sripally, Dist : Bardhaman

**The Deputy Secretary,**

**Midnapore Regional Office**  
W.B Council of H.S. Education  
Jack paul Bhavan,  
Raja N.L.Khan Road, Nanur Chawak  
P.O. Midnapore, Dist : Paschim Medinipore

Police Diary No .....

Date .....

(In case of lost or stolen)

Signature of the O.C. of P.S.

Subject : **APPLICATION FOR ISSUE OF DUPLICATE / PASS CERTIFICATE**

Sir,

I beg to apply for issuing a Duplication Certification in my favour for the following Examination as the original one has been Lost/ Stolen/ Damaged (in case of Stolen/Lost. Police Diary is to be enclosed and in case of Damaged, the Damaged Certificate is to be attached.)

FOR VERIFICATION  
NOTE BY COUNCIL'S  
OFFICE ONLY

1. Name in full :  
(In Block Letters)
2. Son/Daughter/Ward of :  
(In Block Letters)
3. Full Address :  
(for Correspondence)
4. Name & Address of :  
Institution from where  
appeared
5. Higher Secondary Examination, year .....
6. Stream :  
(General/ Vocational/ External)
7. Registration No. with year :
8. Roll & No. :
9. Passed in ..... Division
10. Fees of Rs. 80/- (Ordinary)/ Rs. 90/- (Urgent) Shall be paid for issue of Duplicate Certificate. Such fees shall be deposited by cash/ bank draft drawn in favour of 'W. B. Council of H.S. Education'.

Result verified

Yours faithfully,

.....  
Full Signature of the Candidate

Forwarded to the Secretary for necessary action,  
The above statement is true to the best of my knowledge and belief.

Date

Date

Signature of the of the Institution with  
Office Selt

N.B.: The certificate will be sent to the Head of the Institution who will deliver the same to the applicant on proper identification and report the matter to the Council.

Delivery of Duplicate Certificate : Between 12 noon to 2 P.M.

Urgent: within 10 clear working days.

Ordinary: within 30 clear working days.

- N.B. :**
- (1) Application Form filled in wrongly will be rejected without any referances to the applicant.
  - (2) Document applied for remaining unclaimed beyond six monthes from the date of receipt will be destroyed. Fees submitted for the purpose shall not be re funded even in the cases of rejected forms.
  - (3) In case of personal delivery, letter of authority (specimen below) from the Institution should be product at the time of delivery.
  - (4) In case of postal delivery, current postal charge (Registration) shall be paid separately in the precribed manner mentioned at SL. No. 10 of the application.

### SPECIMEN OF LETTER OF AUTHORITY

To  
 The Deputy Secretary (KRO/BRO/MRO/NBRO)  
 W.B. Council of H. S. Education

Sub : Delivery of Duplicate Certificate

Dear Sir,

I do hereby authorise Shri/Smt.....  
 ..... bearing Roll ..... No .....  
 at the Higher Secondary Examination.....to receive his/her Duplicate  
 Certificate.

The Signature of Shri/Smt .....  
 is attested below by me.

Date.....

Yours faithfully,

Signature of Shri/Smt.....  
 ATTESTED

.....  
 (Signature of the Head of the Institution  
 with Office seal)

Code number of the Instituion

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(Signature of the Head of the Institution  
 with Office Seal)