

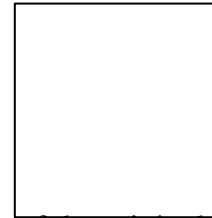
# Board of School Education Haryana, Bhiwani

(Application for Duplicate Certificate)  
(Please read instructions overleaf)

Case No. ....  
(Left Blank)

1. Student's Name .....  
Father's Name .....  
Mother's Name .....  
Date of Birth .....  
In Words .....  
.....
2. List of First/second/third copy of Duplicate certificate taken by the student .....
3. Reason for taking ..... Duplicate certificate .....  
Duplicate certificate is issued only in case of the loss/theft/destruction of the original/earlier issued duplicate certificate.
4. Exam ..... Roll No. ....Year and Month .....Marks obtained .....  
..... Category ..... Result (Pass/Fail) ..... Name of School, District from where the exam passed .....  
Subject : 1 .....2.....3.....  
4.....5.....6.....7.....
5. Details of Exam of this class taken before the exam mentioned in column 4 under which you appeared as school student and you passed/failed/compartment in the Exam :  
Roll No ..... Year..... Session ..... Result .....  
Name of School .....
6. Permanent Address .....
7. Correspondence Address .....  
..... Telephone No. ....  
Date .....

Amount deposited .....  
Bank Draft No. ....  
Dated .....  
Board's Receipt No. ....



(Write yourself name of the officer)  
who verifies

Signature of Student

**Verification:**

I certified that the student .....son/daughter Sh. .... the person whose photo is verified by me. He has passed the exam under Roll No. ....in Year .....session.....

He has signed the application in front of me and all the details written in this application is true.

Name & Designation of  
attesting authority.....  
.....

Signature of the attesting authority  
(With Seal)

Application has been checked and found correct. Issue him/her the Certificate.

Clerk

Assistant

Superintendent

Correspondence Address:  
With full name  
(Fill by the applicant your self)

Correspondence Address:  
With full name  
(Fill by the applicant your self)

.....  
.....  
.....

.....  
.....  
.....

### **(Important Instruction)**

1. All types of reissue Certificates for Application form and fee will have to be submitted online through Antyodya Saral Portal. Application form and fee sent offline will not be accepted. Family Identification Details/Number is compulsory for online submission.
2. Board office issue Duplicate Certificate of Middle/Secondary/Sr. Secondary (Academic) Examinations from the year 1970 to 2003 are issued without subject-wise marks details and Secondary/Sr. Secondary (HOS) Duplicate Certificate are issued without subject-wise marks details till year 2013.
3. No person can give application on behalf of some other person and nor can he get other's certificate. Certificate is sent only through registered post.
4. If the form is filled completely and correctly and is duly attested then the certificate will be issued within one month of the receipt of application form and requisite fee of Rs. 500/-.
5. In order to obtain a Duplicate certificate the applicant will also have to give an undertaking on the attached Performa, in addition to authenticating the application form prescribed by the competent authority, which will cite all the facts which would cause him to obtain a duplicate certificate is to be filled on line for a total fee of Rs. 800, including the reason for missing/stolen and destroyed.
- 6- For the third copy of Duplicate certificate, the applicant who are required to take the second copy must complete all formality and in addition, if the second duplicate certificate has been stolen or lost, then the F.I.R also, a copy of which has to be attached with the application form. For the third copy of the duplicate certificate a total of Rs.1000, general fee will have to be filled online along with an additional fee of Rs. 500.
7. Usually no duplicate certificate is issued after the issuance of third duplicate certificate but in some special circumstances if chairman decides that the case is genuine and true, in that case the applicant will have to complete all the formalities meant for taking third duplicate certificate and after the standing order of the chairman he will be issued the fourth copy of duplicate certificate.
8. If an applicant wants to take the duplicate certificate by hand, he will have to get the application recommended for the reasons by Assistant Secretary(Certificate) or Supdt.(Certificate) by submitting his two photo IDs and presenting himself in person. While recommending, the above stated officer will have to prove that the reasons given by the candidate for taking duplicate certificate by hand are genuine and he is satisfied with the proof attached. For taking the certificate by hand an extra fee of Rs. 300/- will be charged. For taking Duplicate certificate by hand, application forms and fee will be accepted online through to the Antyodya Saral Portal till 1:00 pm.
9. In case the candidate doesn't get the certificate within a month, he must write to Assistant Secretary (Certificate), Board of School Education, Bhiwani mentioning his name, Roll No., month and year of exam, district and number of the fee receipt so that quick action may be taken.
10. The applicant will be issued certificate according to the details given by him in the detail result column of the form.
11. The applicant will be responsible for getting correction in mistake/mistakes in form informed by the Board. No reminder will be sent in this concern. After one month, the application form & fee sent by applicant will be automatically canceled. The applicant for the duplicate certificate will have to submit a new application form online along with the prescribed fee.
12. Applicant must write the reason for application for duplicate certificate in column no. 3.
13. Applicant must sign the application form himself.
14. Applicant must write address in his own hand writing with the complete address and Mobile number both the columns.

**For Taking Duplicate Certificate candidate should get Application/photograph attested according to the following rules & regulations otherwise the application form will be cancelled.**

1. Regular Student must get his application and photograph attested from Principal/Headmaster of the same Govt./recognized school from where he had taken exam related to certificate applied for. If a School is closed due to any reason, in that case, the applicant should get his application form verified by the concerned Block education officer/District education officer and mentioned that the school has been closed.
2. The students who passed the exam as private student can get their application attested from the head of last attended high/Sr.Sec./College. But they will have to give all details in accordance with column 5 of the application related to the certificate applied for, through the same school related to the exam taken for the same class. Otherwise he/She can get application attested by a gazetted officer/Head of the Deptt. of University/Member of Board/Class 1<sup>st</sup> officer of Board. The student who has not studied in any of the Govt./recognized School up to the exam passed, they can get the affidavit attested by first class Magistrate with their application attested by a gazetted Officer/Head of the Deptt. a University/Class 'I' Officer or Member of Board of School Education Haryana.
3. a) To get duplicate certificate of Open School the applicant will have to get the form and photograph attested by the Head/Principal of a Govt. School.  
b) An applicant passing the exam. under credit policy will have to get the form and photograph attested by the Principal/Head of the last attended School giving details according to column No. 5.
4. For duplicate certificate, the D.ED/D.El.Ed students who are in service can get their application and photograph attested from the head of the Institute where he/she is serving and those who are not in service they have to get their application and photo verified by the head of the institution from where they have passed the D.ED/D.El.Ed. Examination
5. For duplicate certificate of HTET, the student have to get his/her application form and photograph from a Govt. School of Haryana only.
6. For urgent duplicate certificate a photocopy of the certificate must be attached with the application form.

**General fee for different types of certificates**

For sending duplicate certificate/fail card/compartement card within a month the fee is as follows:

- |  |            |
|--|------------|
| 1. For first copy of Duplicate certificate/fail card/compartement card                     | Rs. 500/-  |
| 2. For second copy of Duplicate certificate/fail card/compartement card                    | Rs. 800/-  |
| 3. For third copy of Duplicate certificate/fail card/compartement card                     | Rs. 1000/- |
| 4. For getting duplicate certificate/fail card by hand, an additional fee will be charged. | Rs. 300/-  |

**Note:** The examinations for which Result sheets have been destroyed or they have got destroyed for some reasons or not available, the applicant will not be given subjectwise marks related to that exam. They will be given Duplicate Certificate without subject wise detail of marks.

**Self Declaration/Undertaking**

I \_\_\_\_\_ S/D/O  
Sh \_\_\_\_\_ Resident of \_\_\_\_\_

do hereby solemnly declare as under:-

- 1- That I appeared in Middle/Secondary/Sr. Secondary (Academic/ Vocational/ Open)/D.Ed./D.El.Ed./HTET Examination March/Sept./\_ \_\_\_\_\_ under Roll. No. \_\_\_\_\_ from \_\_\_\_\_ (School Name) Distt. \_\_\_\_\_
- 2- That my First/Second Copy of Duplicate Certificate has lost or misplaced/\_\_\_\_\_. Now I require Second/Third Copy of Duplicate Certificate.
- 3- That I unable to locate my 1<sup>st</sup>/2<sup>nd</sup> Copy of Duplicate Certificate. If my 1<sup>st</sup>/2<sup>nd</sup> Copy of Duplicate Certificate is traced out in future, the same would be submitted to the Education Board, Bhiwani & not misused.

It is also certified that the above information is true to the best of my knowledge and nothing has been concealed therein.

Dated:- \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

Address \_\_\_\_\_

Mobile No: \_\_\_\_\_