

HSSLC
MEGHALAYA BOARD OF SCHOOL EDUCATION
H.Q.TURA.

To,
The Executive Chairman,
Meghalaya Board of School Education,
Tura.

Through: The Principal,

Subject: Application for issue of _____

Sir,
I have the honour to request you to kindly issue me _____
_____ My particulars are given below:

- 1. Name in full (in capital letter(s): _____
- 2. Name of Examination (HSSLC): _____
and Stream:(Arts/Science/Commerce/Vocational).
- 3. Roll No. _____ Year _____
- 4. Registration No. _____ Year _____
- 5. Result passed in _____ Division/Fail _____
- 6. Regular/Private/Non/Regular: _____
- 7. School/College/Centre from which appeared in the above Examination:

- 8. Father’s name in full: _____
- 9. Home Address: _____ Address for Correspondence
Vill/Town _____ Vill/Town _____
P.O. _____ P.O. _____
Dist _____ Dist _____
- 10. Whether the said document is to sent by post/to be delivered to authorized person/to be collected personally. _____
- 11. Purpose for which the document is necessary: _____
- 12. Enclosure: Bank Draft / Cash. _____
Date: _____
Rs. _____

Yours faithfully,

Forwarded and recommended for issue of the above document particular(s) furnished checked and found correct.

N.B. Please check attach herewith and attached copy of Admit Card and Mark sheet along with your application.

Signature of the Head of the Institution/
Gazetted Officer with Seal

Dealing Assistant

For use in Board's Officer
Statement verified and found correct.

Executive Chairman,
Meghalaya Board of School Education,
Tura.

Here please write Migration Certificate/Provisional Certificate/Duplicate Certificate/Duplicate Mark sheet/Duplicate Admit Card whichever is

Rs.300 for Duplicate Certificate
Rs.500 for Migration Certificate
Rs 300 for Provisional Certificate
Rs 300 for Duplicate Mark Sheet
Rs 300 Duplicate Admit Card

The Regular/Non Regular/Private Candidate should apply through Head of the Institution through which the Candidate appeared in the Examination.

1. The application for duplicate certificates must accompany and affidavit before 1st Class Magistrate by the Candidate or his/her guardian if the candidate is minor, a Police report or a certificate from a Gazetted Officer to testify the loss or Damage of the original certificate was lost.
2. Duplicate Certificate will be sent to Head of the Institution concerned and in no case be handed over direct to the application.
3. If the original Certificate is partially damaged, the remain portion should be attached with application.
4. In case the document (other than the original, duplicate certificate) is to be delivered on authorized letter, application must attest the signature of the person authorized.
5. Full particular along with the attested signature of the authorized person must invariably be furnished.
6. Original Registration Card should be submit for Migration Certificate.