



# West Bengal Board of Secondary Education

77/2, Park Street, Kolkata-700016

APPLICATION FORM FOR DUPLICATE (REGISTRATION CERTIFICATE /ADMIT / MARK SHEET   
/CERTIFICATE )(IN WARD/OUT WARD)

Application from duly filled in together with prescribed fee payable required to be submitted to the respective Regional Officers i.e. North Bengal Midnapore, Burdwan and 77/2, Park Street, Kolkata-700016 for Kolkata. Payment should be made in Cash or by 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)

Candidates' Name:.....  
(In Block letter)  
Father's Name:.....  
Roll No / Registration 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 concerned Police Station with Signature & Seal of the O.C.(**for Application of Duplicate Certificate only**)

To  
The Deputy Secretary (Records)  
Sir / Madam,

I beg to apply for a duplicate Certificate/Marks Sheet/Admit Card/Registration Certificate in my favour. The particulars are given below:

Sri/ Smt.....Son/Ward/Daughter of .....  
.....Residing at.....P.O.....  
P.S.....Dist.....Pin.....**Mobile No**.....  
Register 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/External candidate in the  
.....division. Nationality .....

### FILLUP 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 seek admission.....  
Cash Challan No .....Date.....Draft No.....  
Drawn on bank.....

I,.....S/o/D/o  
..... declare  
that the above information is true to my knowledge and  
in case of any false representation of fact, penal action  
as per law may be taken against me.

Yours Faithfully

Full signature of the Candidate(in English)  
Verified and countersigned

Signature of the Head of the Institution/  
\*\*Gazetted Officer with seal

[ \*\*for External/Private candidate only ]

Index No. of the School

# FOR THE ISSUE OF DUPLICATE CERTIFICATE / MARK SHEET / ADMIT CARD / REGISTRATION CERTIFICATE

1. The documents shall not be delivered by post. It should be collected by the candidate or his authorised person against Board's case challan, obtained on payment of prescribed fees.
2. In case of a regular candidate of a school the application should be forwarded by the Head of the Institution from which the candidate was enrolled and for CC, compartmental, Private of External candidate, the application may be forwarded by (I) The Headmaster or Headmistress of a recognized high school, (II) The Principal of a recognized collage, (III) a Gazetted Officer of the Central or State Government.
3. Application for the issue of any of the documents is to be properly countersigned and sent to the Deputy Secretary(Records) along with the requisite fee and following details:
  - a) Full name of the candidate and his/her present address in full in block letter
  - b) The name, month and year of the Examination.
  - c) The name of the Institution from which he/she was sent up for the Examination concerned.
  - d) Correct Roll, Number and Registration No. of the candidate with Year of Examination.
  - e) For Duplicate certificate, either damaged portion of the certificate or General Diary No. and date with seal duly signed by the I.C. / O.C. of P.S. concerned should be attached with the application.

**THE BOARD SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY DUPLICATE DOCUMENT IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.**

**NATIONALS OF BANGLADESH ARE TO APPLY THROUGH THE MINISTRY OF EDUCATION, DHAKA**

4. The documents will be made available for delivery after 15 clear working days from the date of receipt of the application and fees. The Board, however, reserves the right-not to issue any duplicate document in case it is deemed fit.
5. Receiving Hours at office cash counter(Application & Fees) **10:00 A.M. to 4:00 P.M. on weekdays**
6. **Revised Rate of Fees:**

i.	Duplicate Certificate	100/-
ii.	Duplicate Mark Sheet	100/-
iii.	Duplicate Admit Card	100/-
iv.	Duplicate Registration Certificate	100/-

- NB: i) The Board shall not however be responsible for the delay in preparing the duplicate due to unavoidable circumstances.**
- ii) Complaints for non-receipt of the documents will not be entertained after a period of 3 months from the date of submission.**
- iii) If Not Received within one month from submission aggrieved incumbent may write to the Secretary, WBBSE at website [wbbse.wb.gov.in](http://wbbse.wb.gov.in)**

**By order**

**Secretary**