

1888

OFFICE NOTE & ORDER

Certificate may be issued

Dealing Asstt.

Checked, Certificate may be issued
suptd. (Certificate)

TO STRUCK OFF WHICHEVER IS NOT REQUIRED

RULES

1. The application complete in all respects with required documents and duly filled in all columns to be submitted along with prescribed fee. Otherwise it will be summarily rejected without further communication.
2. No action will be taken unless the prescribed fee is received.
3. In the Challan of the Assam Co-operative Apex Bank Ltd., the name of the candidate, his/her Examination, Year, Roll and No. etc. must be quoted.
4. In case of Private candidate, the application must be countersigned by the Principal of the recognized Institution from where he/she passed the Examination.
5. Fees : Duplicate Certificate Rs. 100/- (Rupees one hundred only).
6. The duplicate copy of the fee receipt is to be enclosed along with the application.
7. The Duplicate certificate issued will be sent to the Principal of the Institution concerned and will not be personally handed over to the applicant or any other person if otherwise duly authorised by the Principal of the Institution in case of any urgency.
8. (a) In case of loss or theft of the original Certificate, the applicant must first inform immediately to the local police station/out post about the loss or theft of the certificate and a report of the enquiry in original is to be attached with the application.
(b) The applicant is also required to notify about the loss or theft of the original Certificate mentioning clearly the Roll No., Year of passing the HS Examination through a daily/weekly news paper published from the state of Assam. The papercut of the notification published in original together with volume and date of issue of the paper is to be attached with the application.
9. In case of partial damage of the original certificate, the same should be attached with the application.

N.B. Money Order/I.P.O. are not accepted. All prescribed fees should be sent by Bank Draft of any Nationalised Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati - 21 or payment may also be made by the Council's Challan at Noonmati Branch, Bamunimaidam, Silpukhuri Branch, Guwahati - 3 of the Assam Cooperative Apex Bank Ltd. Guwahati available at the said branches.

Enclosed :

- A) Attested copy of Marks-sheet of H.S. & H.S.L.C. Examination.
- B) Attested copy of Registration Certificate.