



MEGHALAYA BOARD OF SCHOOL EDUCATION
HEADQUARTERS :: TURA

APPLICATION FORM (SSLC)

Rs.10/-

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

Through: The Principal/Headmaster/Headmistress,

Subject: Application for Issue of _____

Madam,
I have the Honour to request you to kindly issue me _____.

My Particulars are given below:

1. Name in full (in block letter): _____
 2. Name of Examination (SSLC) _____
 3. Roll No. _____ Year _____
 4. Result: Passed in _____ Division/Fail _____
 5. Regular/Private/Supplementary: _____
 6. School from which appeared in the above Examination: _____

 7. Father's Name in full: _____
 8. Home Address /Address for Correspondence
Vill/Town _____ Vill/Town _____
 - P.O. _____ P.O. _____
 - Dist. _____ Dist. _____
 9. Whether the said document is to be sent by Post/to be delivered to authorized person/to be collected personally _____
 10. Purpose for which the document is necessary: _____
 11. Enclosure: Bank Draft/Cash. No. _____
- Date: _____
Rs. _____

Yours faithfully,

Dated _____ 20 _____

Signature of the candidate

Memo

Forwarded and recommended for issue for the above document, particulars furnished are checked and found corrected.

N.B:- Please attach here with an attested 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 Office

Statement verified and found correct

Executive Chairman,
Meghalaya Board of School Education,
Tura.

Here please write Migration certificate/Provisional Certificate/Duplicate Certificate/Duplicate Marksheet/Duplicate Admit Card /Duplicate Reg. Card whichever required.

Rs. 1000 /- for Migration Certificate

Rate of fees are:-

Rs. 600 /- for Duplicate Mark Sheet

Rs. 600 /- for Duplicate Admit Card

Rs. 600 /- for Duplicate Certificate

Rs. 600/- for Duplicate Reg. Card

In case of regular candidate, the application must come through the Head of the Institution through which the candidate appeared in the Examination. In case of private candidate, the application should come through Head of the School in which the candidate appeared for the Test Examination or through a Gazetted Officer.

PLEASE NOTE:

1. The application for duplicate certificate must accompany a police missing report filed by the candidate or his/her guardian if the candidate is minor.
2. Duplicate Certificate will be sent to Head of the Institution concerned and in no case be handed over direct to the applicant.
3. If the original certificate is partially damaged, the remaining portion should be attached with application.
4. In case of the document (other than the original, duplicate certificate), if to be delivered on authorized letter, applicant must attest the signature of the person authorized
5. Full particulars along with the attested signature of the authorized must invariable be furnished.