Board of School Education Haryana, Bhiwani

(Application for Reissue Certificate) Case No. .....

(Please read instructions overleaf) (Left Blank)

1. Student's Name ..... Date of Birth: .....
   Father's Name ..... Enrollment No..... .....
   Mother's Name .....
   Amount ..... Bank Draft/Board Receipt No..... Date .....
2. No. of first/second/third copy of Reissue Certificate taken by the student .....
3. Reason for taking Reissue Certificate.....
   (Reissue certificate is issued only in case of the loss/theft/destruction of the original/earlier issued Reissue certificate.)
4. Name of Exam ..... Roll No. ..... Month/Session & Year.....
   Marks obtained ..... 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 no. 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 .....
   .....Telephone No. .....
   Date .....

Signature of Candidate .....

Verification

(Be self-filled by the verifying authority)

I certified that the student .....S/D/O of Sh. ..... the person whose photo/form 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.

Please affix recent passport size photo and both the signature & stamp of attesting authority touch with application form.

Signature of attesting authority: .....

Name: .....

Designation: .....

Mobile No.: .....

School/Institute Stamp: .....

(for office use only)

Note: - Application has been checked and found correct. Issue him/her the Reissue Certificate.

Superintendent Assistant Clerk

Correspondence Address:
(Fill by the applicant your self in Block Letter)
Name/Father's Name .....
VPO.....
Tehsil.....
District.....
Pin Code.....
Mobile No.....

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(Fill by the applicant your self in Block Letter)
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(Important Instruction)

1. All types of Reissue Certificates for Application form and photo will have to be verified from the concerned school principal and fee will have to be submitted online through Antyodaya Saral Portal. Application form and fee sent offline will not be accepted. Family ID is compulsory for online submission.

2. Board's office issue Reissue 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) Reissue 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 their'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.

5. For the second copy of Reissue 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 Reissue Certificate, including the reason for missing/stolen and destroyed.

6. For the third copy of Reissue Certificate, the applicant who are required to take the second copy must complete all formality and in addition, if the second Reissue Certificate has been stolen or lost, then the F.I.R should be lodged also, a copy of which has to be attached with the application form.

7. Usually no Reissue Certificate is issued after the issuance of third Reissue Certificate but in some special circumstances if the Chairman/Secy decides that the case is genuine and true, in that case the applicant will have to complete all the formalities meant for taking third Reissue Certificate and after the standing order of the Chairman/Secy he will be issued the fourth copy of Reissue Certificate.

8. If an applicant wants to take the Reissue 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 passport size photo along with two photo IDs and presenting himself in front of Supdt.(Certificate). For taking the certificate by hand an extra fee of Rs. 500/- will be charged. For taking Reissue Certificate by hand, application forms and fee will be accepted online through to the Antyodaya 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) or a mail (ascer@bseh.org.in), Board of School Education Haryana, 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 details of applicant in the certificate will be released according to the details given in the examination gazette/ result sheet.

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 connection. After one month, the application form & fee sent by applicant will be itself cancelled. The applicant for the Reissue Certificate will have to submit a new application form online along with the prescribed fee.

12. Applicant must write the reason for application for Reissue 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 with pin code and Mobile number in both columns.

15. For the Reissue Certificate of the other state, candidate have to submit two residence ID's alongwith application form through offline and also paid requisite fee by hand or through Demand Draft in favour of Secretary, Board of School Education Haryana, Bhiwani.

For Taking Reissue Certificate candidate should get Application/photograph attested according to the following Instruction 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 student who passed the exam as private student can get their application attested from the Head/Principal of last attended High/Sr.Sec.School/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 1st 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 Reissue Certificate of Open School the applicant will have to get the form and photograph attested by the Headmaster/Principal/Head of any Govt. High School/Govt. Sr. Sec. School/College.
b) An applicant passing the exam. under credit transfer policy (CTP) 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 Reissue Certificate, the D.ED/D.El.Ed student 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 Reissue Certificate of HTET, the student have to get his/her application form and photograph from the Principal/Head of any Govt. Sr. Sec. School/College of Haryana only.

6. Attestation of form and photo of Reissue Certificate Performa is not compulsory for those
Candidate, which exam result is Fail/Compartment/Reappear.

General fee for different types of certificates
For sending Reissue Certificate/fail card/compartment card within a month the fee is as follows:

	By Post	By Hand
For first copy of Reissue Certificate/fail card/compartment card	Rs. 800/-	Rs. 1300/-
For second copy of Reissue Certificate/fail card/compartment card by hand	Rs. 1000/-	Rs. 1500/-
For third copy of Reissue Certificate/fail card/compartment card by post	Rs. 1200/-	Rs. 1700/-

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 subject wise marks related to that exam. They will be given Reissue 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/Senior Secondary (Academic/Vocational/Open) /D.Ed./D.El.Ed./HTET Examination March/ September/..... under Roll No. ..... from ..... (School Name) District .....

2- That my first/second copy of Reissue Certificate has lost/misplace/..... Now I require second/third copy of Reissue Certificate.

03- That I unable to locate my 1st /2nd copy of Reissue Certificate. If my 1st/2nd copy of Reissue 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.

Signature of Candidate .....

Dated:-.....

Address: .....

.....

.....

Mobile No.: .....