



FOR THE YEAR 2011 & ONWARDS

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Certificate-1

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

DPC Issued Vide

Book Sl. No.

Dated.....

FORM OF APPLICATION FOR DUPLICATE CERTIFICATE

(APPLICATION INCOMPLETE / INCORRECT IN ANY RESPECT IS LIKELY TO BE REJECTED)

- Full Name of the Candidate :
(Name and complete Postal Address):
At.....Via.....
P.O.Dist.: Pin:
- (a) Father's Name :
(b) Mother's Name:
(c) Roll No. :
(d) Date of Birth:
- Name and Year of the Examination Passed:.....
- Name of the School from which appeared:.....
- Name of the Centre of the Examination:.....
- Application submitted for : 1stDPC / 2nd DPC
- Detail circumstances under which the application for DPC is submitted:.....

In case of theft/lost of the Original Pass Certificate, Police General Diary

No.....

Date.....

Signature of Officer-In-Charge of the Police Station with seal

- Whether an affidavit sworn before an Executive Magistrate regarding the loss, theft or damage of the Original Pass Certificate beyond recovery is attached? : YES / NO
- Whether the fee of Rs.1000.00/Rs.1200.00(Normal) Rs.2000.00/Rs.2500.00(Tatkal) is paid? : YES / NO
Bank Draft /CR No.Date.....

I solemnly declare that the particulars furnished above are true and the then / recent photo submitted is mine. I will be held responsible for any kind of misrepresentation in future.

Full Signature of the Applicant

(Must be attested by the HM of Date:.....

the concerned School with Seal)

Full Signature of the Applicant

Contact No.

CERTIFICATE FROM THE HEAD OF THE INSTITUTION

Certified that, (i) Sri / Smt..... son / daughter of Smt.....
(Mother)Sri..... (Father) has passed the Annual/ Supplementary Examination held in the month of..... 201..... with Roll No. His / Her date of birth as recorded in the Admission Register of the School is..... He / She was placed in..... Division.
(ii) the then photo / recent photo (as the then photo is not available) of the above candidate has been attested by me in the backside of the photo which may be placed in the DPC.
(iii) the above particulars furnished by the candidate have been tallied with the school records. Hence, it is recommended to issue the 1st / 2nd Duplicate in favour of the applicant.

Full Signature of the Headmaster /
Headmistress with seal & address of School

At..... P.O.....

Via.....Dist.....

PIN..... Ph. No.

Memo No. Dated.....



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Note :

1. In case of theft/loss of the original certificate the matter should be reported to the nearest Police Station. The endorsement as given in the application form be obtained.
2. In case of loss of the Certificate due to flood or fire, a Certificate to the effect from the concerned Tahasildar should be attached.
3. In case the certificate is partly destroyed or defaced another certificate will be issued after due scrutiny and on surrender of such certificate.
4. **Fee for DPC** : i) Rs. 1000 – For 1st DPC on Normal mode (will be issued within 90 working days)
ii) Rs. 1200 – For 2nd DPC on Normal mode (will be issued within 90 working days)
iii) Rs. 2000 – For 1st DPC on Tatkal mode (will be issued within 30 working days)
iv) Rs. 2500 – For 2nd DPC on Tatkal mode (will be issued within 30 working days)

The prescribed fee may be deposited in the cash counter of BSE or in the shape of Bank Draft drawn in favour of the Secretary, BSE, Odisha payable at Cuttack.

5. The Applications on Tatkal mode are only to be submitted at the Head Office of BSE(O), Cuttack.
6. A private candidate shall apply for the duplicate through the Head of the Institution who has attested his/her application for the examination (Direct Private candidate of the Board; Passed under the old Regulation should apply through the Inspector of Schools of the concerned circle).
7. An affidavit duly sworn in the prescribed form before the **Executive Magistrate** should be attached.
8. The Duplicate Pass Certificate in all cases shall be sent to the concerned Head of the Institution only.
9. The Board shall not however be responsible for delay (with reference to Point No.4) in preparing Duplicate Pass Certificate due to unavoidable circumstances.
10. Head of the institution who recommends for the Duplicate Pass Certificate need to mention whether the candidate is applying for the 1st or 2nd DUPLICATE PASS CERTIFICATE.
11. Signature of the applicant must be attested by the Headmaster/Headmistress with seal.
12. Xerox copy of the Original Pass Certificate / Provisional Certificate-cum-Memorandum of Marks (if available) to be attached along with the application form.
13. Those who have passed the HSC Examination-2011 and onwards, they have to submit two numbers of Passport Size Photographs duly attested by the concerned Head of the Institution along with the DPC application form.

AFFIDAVIT (Sample Copy)

I Sri/Smt. _____ son/daughter of Smt. _____ (mother)
Sri _____ (father) age _____ years, occupation _____, resident of _____
_____ on solemn oath and affirmation state as under :

1. That, I have passed the _____ Examination held in the month of _____ 201__ bearing Roll No. _____ through _____ School.
2. That, the Original Pass Certificate which was issued to me by Board of Secondary Education, Odisha has been lost / stolen / damaged due to flood / fire / eaten by white ant (use whichever applicable) and in spite of my best efforts, I am unable to trace it out and it is beyond recovery. In case it is traced out in future, I shall submit the same before the Board of Secondary Education, Odisha for cancellation.
3. That, I am in need of a duplicate copy of the said certificate for which purpose I hereby make this declaration as required by the Secretary, Board of Secondary Education, Odisha.
4. That, the facts stated in paragraph 1 to 3 are true to the best of my knowledge and the then photo/ recent photo (as the then photo is not available) submitted by me is mine and I will be held responsible for any kind of misrepresentation in future.

Advocate

By the Deponent

I certify that Sri/Smt. _____ son/daughter of _____ who is identified by Sri _____ Advocate of _____
has sworn and signed this affidavit before me today the _____ of (month) 201__.

**Executive Magistrate
Office Seal**

