

Annexure - 30

**GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY)**

APPLICATION FOR DUPLICATE CERTIFICATE/SCORE SHEET

1. Name of the applicant with complete address :
(in block letters) with PIN code
2. Name of parent / guardian :
3. Date of birth :
4. Particulars of examination

Name of the examination	Register Nos.	Year & Month	Examination centre	Remarks

5. Circumstances under which duplicate certificate is applied for:
6. a. Whether the affidavit in the prescribed format attested by designated authority attached?*
- b. If the original Certificate is damaged, give details and enclose its remnants?***
- c. Whether applied for Duplicate / Triplicate certificate before? If. Yes, give details.
7. Particulars of fees remitted.***

No. & date of Chalan	Amount remitted	Name of treasury	Head of account	Remarks

Place:

Date :

Signature of the applicant

CERTIFICATE OF THE PRINCIPAL OF THE HIGHER SECONDARY SCHOOL IN WHICH THE CANDIDATE ATTENDED THE EXAMINATION

Certified that to the best of my knowledge and belief, the original certificate/score sheet issued to Sri/Smt was irrecoverably lost/damaged. I have carefully verified the particulars furnished above, by the candidate and found the same correct. I recommend that a duplicate/triplicate certificate / score sheet may be issued to the applicant.

Principal :

Name of school :

Place: Address :

Date : Revenue dist. :

(Office seal)

* If the original certificate/mark list is irrecoverably lost, declaration of the candidate, in Stamped Paper worth Rs.100/ (one hundred only), attested by a notary under the seal or by the Officer Commanding, in the case of Jawan or by an authorised officer of the Indian embassy in the case of applicants in foreign countries detailing the circumstances under which it was lost should be produced.

** Affidavit not necessary in case of damaged certificates/score sheet if remnants of the damaged certificate are produce along with the application.

***Fee shall be remitted by way of DD in the case of equivalency candidates.

FORMAT OF THE AFFIDAVIT

I,
..... (name and address) do hereby solemnly affirm &
state as follows:

I completed my higher secondary course in the Year and
appeared for the higher secondary examination (Month & Year) with
register number

A certificate/score sheet was issued to me with register number The
same was irrecoverably lost(Give
details).

I made all my efforts to get the above certificate/score sheet. Now I am convinced that
the certificate/score sheet is irrecoverably lost. I need a duplicate copy of the certificate/score
sheet. I am swearing this affidavit for getting a duplicate of the higher secondary
certificate/score sheet and submit that I am highly needed of the duplicate of the same as
early as possible.

If at any time, the lost certificate/score sheet is recovered, it will be surrendered to the
concerned authority and I shall not misuse the above certificate for any other purpose.

The above facts are true.

Dated (Month & Year)

Deponent