



Council Of Secondary & Sr Secondary Education, Delhi

Date:

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

1	Name of the Candidate	
2	Enrollment No.	
3	RC Name & Code	
4	AC Name & Code	
5	Class	
6	Session/Year	
7	Duplicate Certificate which applied for	
8	If applying for duplicate Mark sheet , fill in the month and year of exam, for which mark statement was issued.	
9	If applying for duplicate Migration fill in the (If Applicable) Month and Year.	
10	Circumstance under which the certificate was lost and from when	
11	FIR Copy is attached	
12	Whether affidavit in support has been enclosed with the application.(applicable for Mark sheet / Migration)	
13	Address to which the certificate is to be sent.	

Fees Paid Details:

Date	D.D. No	Drawn on (Bank Name & Address) Payable at	Amount

Received the documents as per the application above	
Signature of the Candidate	Signature of the Candidate with date
Authorized Signatory of RC/AC	
For office use only	
Signature of Controller of Examination	

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be sent to the Office of the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct details may cause delay / deny issuance of the certificate.
4. Fees for issuing Duplicate Certificates: for class X/XII (Mark Sheet Rs.500/- & Migration Rs.500/-)
5. Xerox copy of the statement of marks/certificate for which duplicate is required shall be enclosed, if available.
6. The Fees must be paid through DD. The Demand Draft should be drawn in favour of "**Council for Secondary and Senior Secondary Education**" payable at Delhi OR shall be paid at the CSSE Head Office, Delhi.
7. Fees once paid shall neither be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.
9. Application duly filled-in along with an affidavit should be enclosed.
10. FIR Copy has to be attached along with the application forms if applied for more than two certificates.
11. FIR copy is must for degree certificate.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE DEGREE CERTIFICATE

I, _____

Son / daughter of _____ DOB _____ student of (RC, AC & College

Name _____ college with enrollment number

_____ and residing at _____

do hereby solemnly and sincerely state as follows:

My _____ certificate issued relating to the examinations held during _____ issued by the CSSE has _____ s
irrevocably been lost / destroyed.

I file this affidavit for the purpose of receiving duplicate certificate.

The duplicate certificate shall be returned to the University once my original certificates / are recovered by chance.

The facts stated are true and correct to the best of my knowledge and if found false by the CSSE, I shall abide by the decision of _____ f
the CSSE.

Solemnly Affirmed

His/her signature,

At (place) _____

This (date) _____

Month and year _____

Place:

Date:

SIGNATURE OF THE APPLICANT