



# OPEN AND DISTANCE LEARNING COUNCIL

## APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Date :.....

1	Name of Candidate	
2	Enrollment No.	
3	School /AC Name & Code	
4	School /AC Address	
5	Class	
6	Session/Year	
7	Duplicate Certificate which applied for	
8	If applying for duplicate <b>mark sheet</b> , fill in the month and year of exam, for which mark statement was issued.	
9	If applying for duplicate <b>migration</b> 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.	Draw on (Bank Name and Address) Payable at	Ammount

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

### INSTRUCTIONS

1. Duplicate Certificate will be issued only when it 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 Examination 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 "**OPEN AND DISTANCE LEARNING COUNCIL, RANCHI**" payable at Ranchi OR shall be paid at the ODLC Headquarter, Ranchi.
7. Fees once paid shall neither be refunded nor adjusted for any other certificate under the circumstances.
8. Duplicate Certificate is to be surrendered to the Council 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.

**AFFIDEVIT TO BE FIELD FOR ISSUE OF DUPLICATE CERTIFICATE**

I, \_\_\_\_\_

Son / Daughter of \_\_\_\_\_

DOB \_\_\_\_\_ student of (School/AC Name) \_\_\_\_\_

With enrollment number \_\_\_\_\_ and residing at \_\_\_\_\_

do hereby solemnly and sincerely state as follows:

My \_\_\_\_\_ certificate issued relating to the examination held during \_\_\_\_\_ issued by the Council has irrevocably been lost/destroyed.

I fill the affidavit for the purpose of receiving duplicate certificate.

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

The facts stated are true and correct to the best of my knowledge and is found false by the ODLC, I shall abide by the decision of the ODLC.

Solemnly Affirmed

His / Her signature,

At (Place) \_\_\_\_\_

This (Date) \_\_\_\_\_

Month and Year \_\_\_\_\_

Place :

Date :

SIGNATURE OF THE APPLICANT