

(For use in the Council's office)

Statement verified and found correct / not correct

..... Dealing Assistant

May / May not be issued

Controller of Examinations

<u>Accounts Br.</u>	<u>Exam. Br.</u>
Fee Receipt No. ....	Issue Book No. .... Sl. No. ....
Date .....	Date .....

\* Here please write Duplicate Marks Sheet, Duplicate Admission Card whichever is required.

\*\* **RATE OF FEES ARE :**

Rs. 100.00 for Duplicate Admission Card.

Rs. 100.00 for Duplicate Marks Sheet.

\*\*\* The application must come through the Head of the Institution through which the candidate appeared in the Examination.

14. One application shall be made for one document only i.e. one for Duplicate Marks Sheet and one for Duplicate Admission Card.

15. In case the document is to be delivered on authority letter, applicant must attest the signature of the authorised person giving his/her full particulars.

16. Documents shall be sent by post if the candidate will not collect his/ her documents within 15 (fifteen) days from the date of preparation of the same.

17. In case of loss of the original Marks Sheet, the applicant must first notify his/her loss through a Daily/ Weekly news paper published from the state of Assam with full particulars of the candidate i.e. name of the candidate, Roll & No., year of appearing in the examination, name of the Institution etc. The paper cut of the notification in original with a statement indicating the date of publication of the news paper in which the notification was published must accompany the filled in prescribed form for issuance of a duplicate Marks Sheet.

18. In the original Marks Sheet is damaged, the damaged marks sheet should be enclosed along with the application form.