



ग्रामीण मुक्त विद्यालयी शिक्षा संस्थान
Grameen Mukta Vidhyalayi Shiksha Sansthan

Date:.....

APPLICATION FOR ISSUE OF DUPLICATE MARKSHEET/MIGRATION/CERTIFICATE

1	Name of Candidate	
2	Father Name	
3	Enrollment No.	
4	RC Name & Code	
5	AC Name & Code	
6	Class	
7	Session/Year	
8	Duplicate Marksheet / Migration / Certificate applied for	
9	Circumstance under which the Certificate was lost and from when & Where.	
10	FIR Copy is attached	
11	Whether affidavit in support has been enclosed with the application.	

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 Marksheet/Migration/Certificates: for class X/XII (Rs.500/- for each)
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 "**Grameen Mukh Vidhyalayi Shiksha Sansthan**, payable at Delhi OR shall be paid at the GMVSS 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 GMVSS 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 form.

SAMPLE for AFFIDAVIT TO BE FILED TO ISSUE THE DUPLICATE Marksheet/Migration/Certificate

I, _____
Son / daughter of _____ DOB _____ Student of (RC/AC
Name _____
Enrollment No. _____ Roll No. _____ and
Residing at _____

do hereby solemnly and sincerely state as follows:

My _____ certificate issued relating to the examinations held during _____ issued by the Grameen
Mukt Vidhyalayi Shiksha Sansthan (GMVSS) has irrevocably been lost / destroyed.

I file this affidavit for the purpose of receiving duplicate Marksheet/Migration/Certificate.

The duplicate certificate shall be returned to the Grameen Mukt Vidhyalayi Shiksha Sansthan (GMVSS) 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 , I shall abide by the decision of the
Grameen Mukt Vidhyalayi Shiksha Sansthan (GMVSS).

Solemnly Affirmed

His/her signature,

At (place) _____

This (date) _____

Month and year _____

Place:

Date:

SIGNATURE OF THE APPLICANT