



हरियाणा माध्यमिक शिक्षा बोर्ड Haryana Board of Secondary Education

(ISO 9001:2008 Certified)

Registered by MHRD (Department of Secondary Education & Higher Education) New Delhi, Govt. of India

APPLICATION FOR DUPLICATE / REISSUE MARK SHEET

(Please fill this form in Capital Letters & Please read instructions overleaf)

Paste Photo
Here

- Student's Name _____
Date of Birth _____
Father's Name _____
Mother's Name _____
Enrollment No. _____ Roll No. _____
- Name of Exam (Sec./Sr.Sec.) _____ Month & Session/Year _____
Marks obtained _____ Result (Pass/Fail) _____
Subject : 1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____ 7 _____
- Reason for taking Duplicate/Reissue Mark Sheet _____
(Duplicate/Reissue Mark Sheet is issued only in case of the loss/theft/destruction of the original/earlier issued Duplicate/Reissue Mark Sheet.)
- No. of first/second/third copy of Duplicate/Reissue Mark Sheet taken by the student _____
- Permanent Address _____

Distt. _____ State _____ Pin Code _____

Contact No. _____

Date _____

Signature of Candidate

(Important Instruction)

1. Board's office issue Duplicate/Reissue Mark Sheet of Secondary/Sr. Secondary (Academic) Examinations from the year 2013 to till.
2. No person can give application on behalf of some other person and nor can he get other's Mark Sheet. Mark Sheet is sent only through registered post.
3. If the form is filled completely and correctly and is duly attested then the Mark Sheet will be issued within ten days of the receipt of application form and requisite fee of Rs. 1000/-.
4. For the Duplicate/Reissue Mark Sheet the applicant will also have to give an undertaking on the attached Performa, in addition to authenticating the application form prescribed by the competent authority, which will cite all the facts which would cause him to obtain a Duplicate/Reissue Mark Sheet is to be paid for a total fee of Rs. 1000, including the reason for missing/stolen and destroyed.
5. If an applicant wants to take the Duplicate/Reissue Mark Sheet by hand, he will have to get the application recommended for the reasons by Assistant Secretary (Mark Sheet) or Supdt.(Mark Sheet) by submitting his two passport size photo along with two photo IDs and presenting himself in front of Supdt.(Mark Sheet). While recommending, the above stated officer will have to prove that the reasons given by the candidate for taking Duplicate Mark Sheet by hand are genuine and he is satisfied with the proof attached. For taking the Mark Sheet by hand an extra fee of Rs. 1000/- will be charged.
6. In case the candidate doesn't get the Mark Sheet within a month, he must write to Assistant Secretary (Mark Sheet) or a email, Haryana Board of School Education mentioning his name, Roll No., month and year of exam, district and number of the fee receipt so that quick action may be taken.
7. The details of applicant in the Mark Sheet will be released according to the details given in the examination gazette/ result sheet.
8. The applicant will be responsible for getting correction in mistake/mistakes in form informed by the Board. No reminder will be sent in this concern. After one month, the application form & fee sent by applicant will be itself cancelled. The applicant for the Duplicate/Reissue Mark Sheet will have to submit a new application form along with the prescribed fee.
9. Applicant must write the reason for application for Duplicate/Reissue Mark Sheet in column no. 3.
10. Applicant must sign the application form himself.
11. Applicant must write address in his own hand writing with the complete address with pin code and Mobile number in both columns.
12. For the Duplicate/Reissue Mark Sheet of the other state, candidate have to submit two residence ID's along with application form.

General fee for different types of Mark Sheets

For sending Duplicate/Reissue Mark Sheet/fail card/compartment card within a month the fee is as follows:

- | | |
|---|------------|
| 1. For first copy of Duplicate/Reissue Mark Sheet/fail card/compartment card | Rs. 1000/- |
| 2. For second copy of Duplicate/Reissue Mark Sheet/fail card/compartment card | Rs. 2000/- |
| 3. For third copy of Duplicate/Reissue Mark Sheet/fail card/compartment card | Rs. 3000/- |
| 4. For getting Duplicate/Reissue Mark Sheet/fail card by hand, an additional fee will be charged. | Rs. 1000/- |