

APPLICATION FORM

To,
The Secretary,
Board of Secondary Education,
KARACHI.

Subject:- **ISSUANCE OF DUPLICATE COPY OF CERTIFICATE OF
EXAMINATION HELD IN 20**

Sir,

I have gone through the rules regarding issuance of Duplicate Copy of Certificate given on page 4 of this form. I have completed all the required formalities according to rules and I am submitting following papers alongwith this form, kindly issue ma a duplicate copy and not yet received the duplicate certificate in previous years.

1. An Application addressed to the Secretary, Board Education, Karachi explaining the Circumstances in which my Certificate was lost/destroyed burnt irrecoverably.
2. Press cutting of a Leading Newspaper _____ dated _____
3. An affidavit on Rs.10.00 Stamp endorsed by a 1st Class Magistrate. (Please see specimen in next page)
4. Passport size photograph pasted on this form duly attested.
5. Photo copy of National Identity Card (if above 18 years of age) attached.

My particulars are as follows:-

1. Name of the Examination MATRIC / ORIENTAL LANGUAGE / EXAMINATION OF DEAF & DUMB
2. Roll No. / Seat No. _____ Year of passing the Examination _____
3. Name of the candidate: (in Block letters) _____
4. Father's Name _____
5. Name of the School (in case of Regular candidate) / PRIVATE _____
6. Date of Birth (in Figures) _____ (in words) _____
7. Division / Grade _____ 8. Total Marks _____
9. Present occupation (Give address and Te. No.) _____
or College where studying with class.

Kindly issue me a Duplicate Copy of my Certificate and allow me to deposit the required fee of Rs. _____
Enclosed:- Photo copy of Pass Marks Sheet/SSC certificate or the original/photocopy of Admit Card of Class IX, X (if any).

Residential Address (in KARACHI)

(_____)

The above particulars as per G.R. No. _____
of the school are correct.

(IN CASE OUT OF KARACHI OR PAKISTAN)

Kindly issue me a Duplicate copy of my
Certificate as by Post on address given below:-

Seal and Signature of the Forwarding Officer

Tel. No.....

in case of regular candidate, Forwarding Officer should be
Head Master/Head Mistress of the school from which the
candidate took the examination & incase of private
candidate, a Govt. Gazetted officer Head Master/Principal
of Recognized School/College of Principal.

FOR OFFICE USE ONLY

Endorsement of Accounts Section

Received (Rupees _____ only) vide

Receipt No. _____

Date _____ Cashier _____

Certificate bearing No. _____
prepared by me.

And compared with T.R.

_____ Dealing Asstt.

I have checked and scrutinized his/her papers.
The case in order for the issuance of Duplicate
Certificate.

_____ Dealing Assistant.

Allowed to deposit the required fee of Rs. _____ Please
prepare the certificate.

_____ Dy. Secretary/Asstt. Secretary
Superintendent

P.T.O.

SPECIMEN OF PRESS NOTIFICATION (IN ENGLISH)

I, _____ S / o or D / o _____
do hereby solemnly declare that my _____ Certificate
bearing Roll No _____ of the year _____ has been lost which may be treated as cancelled
(In case it is found, it may please be returned to the Secretary, Board of Secondary Education,
Nazimabad Karachi-45).

SPECIMEN OF PRESS NOTIFICATION (IN URDU)

SPACE FOR NEWSPAPER CUTTING

Name of the Newspaper: _____

Date : _____ Page No. _____ Column No. _____

Please paste the cutting here

(SPECIMEN OF AFFICAVIT)

(On Rs. 20.00 Stamp Paper)

I, _____ S / o or D / o _____
resident of _____, Karachi,
do hereby solemnly declare on oath that my certificate of having passed the _____ Examination
in the year 20 _____ as Regular / Private Candidate with Roll No. _____ from _____
_____ School
Karachi has been actually lost or destroyed.

ATTESTED

Signature of the Candidate

Seal and Signature
of First Class Magistrate / SDM / COMMISSIONER / DC / JUDGE.

NOTE:- Private Candidate shall mention only the names of the Companies, Banks Govt. Depts. Etc. where they are
working at present and the College Students will mention the name of their Colleges where they are studying.

RULES REGARDING ISSUE OF DUPLICATE COPIES OF CERTIFICATE

Copied from Chapter IV (pages 6 and 7 of General Rules given in Volume II of the calendar of the Board of Secondary Education, Karachi-45

Certificate of the Secondary School Leaving / Secondary School Certificate / Oriental Language Examination or any other examination of the Board for which the qualifying certificates are issued shall be supplied only once to the candidates. In case the candidate's original certificate is lost, destroyed or stolen, he may be supplied with a duplicate copy or the Certificate provided that he satisfies the Secretary that his Original certificate is lost, destroyed or stolen irrecoverably

A copy of the duplicate Certificate may be supplied on payment of Rs.300 for ordinary and Rs.600 for urgent by a candidate. Such certificate shall be marked 'Duplicate'.

Duplicate of Certificate for having passed an examination conducted by the Board shall be issued on receipt of an application for the same through the head of the Institution through which candidate took up the Examination and in the case of a private candidate through the District Education Officer of Karachi District or a Gazetted Officer of Government not below the rank of Grade 17. No. TRIPLICATE certificate shall be issued.

I N S T R U C T I O N S

The application should invariably be accompanied with the following enclosures :-

- (1) Press cutting of newspaper notifying the loss/burning of the certificate (See Specimen on Page 2)
- (2) An affidavit executed in the prescribed form (See Specimen on Page 2) on Rs.20.00 Stamp Paper and endorsed by a First Class Magistrate with his signature and the seal of the Court.
- (3) One passport size photograph of the candidate duly attested by the Head of the Institution / a Gazetted Officer not below the rank of grade 17 forwarding the application.
- (4) Photo copy of National Identity Card (if the candidate is above 18 years).
- (5) To receive the Duplicate Certificate any one can be submitted the application form after completing the prescribed formalities.
- (6) The Certificate can only be handed over to the person who has passed SSC Examination on the particular date given by the office between 09 a.m. and 1.00 p.m.
- (7) If the student is out of Karachi or Pakistan it shall be posted at destination on the address mention in the application form.