

## **Procedure for applying for duplicate certificate (SSC)**

The application for issuance of Duplicate Certificate should be made in the prescribed format.

1. Certificate issued by a Sub-Inspector of Police or a Deputy Tahsildar as the case as may be that original certificate is non traceable.

2. An affidavit in a prescribed proforma on stamp paper worth **Rs.50/-** to be attested by Notary/Junior Civil Judge.

3. A Declaration by the candidate regarding the suspension or cancellation of his certificate previously by the competent authority.(to be attested by the a Head of Institution).

4. True extract of the Original SSC.

5. True extract of the Admission Register.

6. Recent passport size of the candidate pasted in the prescribed space and attested by the concerned Head of the school.

7. An amount of **Rs 250/-** through treasury challan under the Head

0202-Educaton Sports Arts and Culture

01-General Education

102-Secondary Education

006-Director of Government Examinations

800-User Charges

(or)

A Demand Draft should be obtained from State of bank of Hyderabad /State of bank of India in favour of “**The Secretaruy to the Commissioner for Government Examinations, AP.; Hyderabad**”.

**Note:** If the damaged SSC certyificate is avalible with details of Roll Number, Name of the Candidate, Fathers name and year of examination are legibl, it maybe sent to this office along with the application, in such cases affidavit and Police Certificate are not required.

[www.prafulstu.tk](http://www.prafulstu.tk)

**APPLICATION FOR ISSUE OF A DUPLICATE S.S.C(X CLASS RECORD BOOK)**

**Note:**The application along with the required documents should be sent to the Secretary to the Commissioner for Government Examinations,Chapal Road,A.P,Hyderabad-500 001 through Headmaster where the candidate last studied.

- 1.Name of the applicant(in block letters) :.....
- 2.Address of the Applicant :.....
- 3.Father’s Name :.....
- 4.Date of Birth :.....
- 5.Place of Birth :.....
- 6.School where the applicant last studied :.....
- 7.Serial No.of Original S.S.C :.....
- 8.Number of times the applicant appeared :.....  
For the SSC.Public Examination with the  
Month and year of Examination and register  
Ano.assignaed to each appearance  
(correct particulars should be given)
- 9.Detailed circumstances under which :.....  
The application for the issue of duplicate  
S.S.C is made.(Circumstances should  
Be clearly stated,supported by documentary  
Evidence,if any since the particulars of loss  
Are to be furnished will be published  
In the Gazette.)
- 10.whether an affidavit regarding the :.....  
Original S.S.C. obtained from a  
Munisif/1<sup>st</sup> Class Judicial Magistrate  
Is attested.

11. Whether the challan for Rs.250/- towards:.....  
The fee obtaining a duplicate S.S.C.  
Is enclosed (Name of the Government  
Treasury and No.and date of the  
Challan to mentioned)

12.Head of Account :.....

0202 -Educaton Sports Arts and Culture  
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### DECLARATION

I.solemnly declare that the particulars furnished above are true to the best of my  
knowledge and belief.

Date :.....

Station:.....

PHOTO  
Candidate Photo  
Attested by  
Headmaster.

**Note:** The furnishing of inaccurate or false particulars will be entailed pf withholding of  
the duplicate certificates and in the case of the false particulars, disciplinary action will  
be take such as may be called for a deemed fit by the commissioner for Government  
Examinations.

Signature of the Candidate

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## **IDENTIFICATION CERTIFICATE OF THE HEADMASTER**

I Certify that the above particulars furnished by the candidate have been verified and found correct with reference to the records of the school and the applicant.

Sri/Smt/Kum.....(name to be given)is the same identical person to whom S.S.C.was originally issued and that the issue of the duplicate S.S.C.is recommended.

Station:.....

Date :.....

Signature of the Headmaster  
With School stamp

**Note 1:** The following certificates should be sent along with the application without fail.

- 1). Treasury Challan for Rs.250/-
- 2). An affidavit on a stamp paper worth Rs.10/- to be attested.
- 3). A declaration by the Candidate regarding the suspension or cancellation of his certificate previously by the competent authority.
- 4). True extract of the first page of the Original S.S.C.(it will be issued by the Headmaster).
- 5). True extract of the Admission Register (with marks of identification)( it will be issued by the Headmaster).

**Note 2 :** If the spoiled S.S.C. is available or in case many pieces of it are available may be sent to this office along with the application.

- 6). Certificate issued by a Sub-Inspector of Police or a Certificate issued by a Dy.Thasildar as the case may be –as column 9 Supras.

