

**APPLICATION FOR ISSUE OF A DUPLICATE SSC  
(X Class Record Book)**

Note :- The application along with the required document should be sent to the Secretary to the Commissioner for Government Examinations, Chapel Road, A.P, Hyderabad-500001 through the 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 SSC : .....
8. Number of times the applicant appeared for the SSC Public Examinations with month and year of examination and Registered No. assigned to each appearance (correct particulars should be given) : .....
9. Details circumstances under which the application for the issue of Duplicate SSC is made. (Circumstances should be clearly stated to be 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 loss of the original SSC obtained from Junior Civil Judge or Notary. : .....
11. Whether the challan for Rs.250/- towards the fee for obtaining a duplicate SSC is enclosed (Name of the Govt. Treasury and No. and Date of the challan to be mentioned) : .....
12. Head of Account : " 0202 – Education, Sports, Arts and Culture  
01 – General Education  
102 – Secondary Education  
006 – Director of Government Examinations  
800 – User Charges "  

**Or**

The DD should be obtained from SBI or SBH in favour of " **The Secretary to the Commissioner of Govt. Exams, A.P., Hyderabad**" for Rs.250/- ".
13. Whether the SSC has at any time been suspended or cancelled. : .....
14. Whether the candidate has at any time been debarred for appearing for the SSC Public Examination due to resorting to malpractice. If so, definite particulars may be furnished. : .....
15. Marks of identification (as per the school record and particulars entered in the original SSC) : .....

**DECLARATION**

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



Station :

Date :

Note :- The furnishing of inaccurate or false particulars will be entail of withholding of the Duplicate certificate and in the case of false particulars, disciplinary action will be taken such as may be called for or deemed fit by the Commissioner for Government Examination.

### IDENTIFICATION CERTIFICATE OF THE HEADMASTER

I certificate that the above particulars are furnished by the candidate have been verified and found correct with reference to the records of the School and the applicant Sri ..... (name to be given) is the same identical person to whom SSC was originally issued and that the issue of duplicate SSC to the candidate is recommended.

**Signature of the Headmaster  
With School Stamp**

Station :

Date :

**NOTE : The following certificate should be sent along with the application without fail.**

1. Treasury challan for Rs.250/- or Demand Draft remitted to the Head of Account given in the column 12 supras.
2. An Affidavit on stamp paper worth Rs.50/- to be attested by Junior Civil Judge or Notary with designation stamp.
3. A declaration by the candidate regarding the suspension or cancellation of his certificate previously.
4. True extract of the original Secondary School Certificate (it will be issued by the Headmaster).
5. Enclosed the Headmaster covering letter along with the application.
6. Certificate issued by a Sub-Inspector of Police or a certificate issued by a Deputy Tahsildar as the case may be as per column 9 supra.

### PROFORMA

An Affidavit on a stamp paper worth of Rs.50/- (to be attested by Junior Civil Judge or Notary).

### AFFIDAVIT IN THE PRESCRIBED PROFORMA AFFIDAVIT

I .....Son/Daughter of .....  
Age ..... occupation ..... Resident .....  
..... on solemn oath and affirmation state as under.

1. That I have appeared for the Secondary School Certificate Public Examination held in the month of March/May/June/October.....with Register No..... through .....  
Secondary School .....
2. That the original SSC which was issued to me by Board of Secondary Education has been lost by me and in spite of my best efforts I am unable to trace it and it is lost beyond recovery. In case, if it is traced in future I shall submit it to the Board of Secondary Education for cancellation.
3. That I am in need for a duplicate copy of the said certificate for which purpose I am hereby making this declaration as required by the Secretary, Board of Secondary Education.

"SWORN BEFORE ME"

OFFICE SEAL

JUNIOR CIVIL JUDGE OR NOTARY

DEPONENT

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### DECLARATION

I .....Son/Daughter of .....  
Aged ..... Resident of H.No. ....  
student of ..... School hereby declare that my SSC bearing SI.No.....  
Roll No. .... Of year ..... has neither been cancelled nor suspended at any time by  
the competent authority nor I was debarred from appearing for the SSC Public Examination at any time due to  
resorting malpractice etc., by the competent authority.

Signature of the Headmaster  
with School stamp

**Signature of the Applicant**