

**OFFICE OF THE DIRECTOR OF GOVERNMENT EXAMINATIONS : ANDHRAPRADESH  
APPLICATION FOR ISSUE OF A DUPLICATE SSC**

1.	<b>Name of the Applicant ( in BLOCK LETTERS )</b>	:	
2.	<b>Father's Name</b>	:	
3.	Address of the Applicant	:	
4.	Date of Birth	:	
5.	Place of Birth	:	
6.	School where the applicant last studied	:	
7.	Serial No. of original SSC	:	
8.	<b>Roll No., Month and Year of Passing SSC.</b> (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 <b>Rs.250/-</b> towards the fee <b>Payable at SBI Treasury Branch only</b> for obtaining a duplicate SSC is enclosed (Name of the Govt. Treasury and No. and Date of the challan to be mentioned)		
	Head of Account	Major Head	<b>"0202 - Education, Sports, Arts and Culture</b>
		Sub Major Head	<b>01 - General Education</b>
		Minor Head	<b>102 - Secondary Education</b>
		Group Sub Head	<b>00 - - - -</b>
		Sub Head	<b>006 - Director of Government Examinations</b>
		Detailed Head	<b>800 - User Charges "</b>
		Sub-Detailed Head	<b>000 - - - -</b>
			<b>DDO Code: 27000303001</b>
12.	Marks of identification (as per the school record and particulars entered in the original SSC)	:	

**DECLARATION**

I Sri ..... Son of .....

Aged..... Resident of .....

student of ..... School hereby declares that my SSC bearing Sl.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**

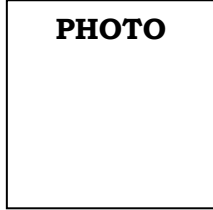
**Signature of the Applicant**

**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 Examinations.

**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 .....

(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:

**Candidate's Photo attested by HM**

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**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  
..... Year .....with Register No..... through .....  
..... 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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**NOTE:** The application along with the following required document should be sent to the Addl. Joint Secretary to the Director of Government Examinations, D No.20-124, Beside SPNRCH High School, Opp. Andhra Hospitals, Gollapudi, Vijayawada, Andhra Pradesh - 521225 through the Headmaster where the candidate has last studied without fail.

- 1. Treasury challan for Rs.250/- remitted to the Head of Account given in the column 11 surpass.**
- 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.**