

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

माईग्रेशन प्रमाण-पत्र, अंक सूची, अनुलिपि प्रमाण-पत्र, प्रोविजनल प्रमाण-पत्र आदि दस्तावेजों के लिए फार्म
(छात्र/छात्रा स्वयं अपनी लिखाई में भरें)

Application Form for obtaining Migration Certificate, Manual Certificate of Date of Birth, Provisional Certificate (for private candidates only) and Duplicate Marks Statement/ Qualifying Certificate/ Grade Sheet cum Certificate of Performance/ Statement of subject-wise Performance (To be filled by the candidate himself/herself in his/her own handwriting).

प्रत्येक प्रमाण-पत्र/ दस्तावेज के लिए अलग फार्म का प्रयोग करें। फार्म की फोटोकॉपी भी प्रयोग की जा सकती है।

Use separate form for each document

Photocopy of the Form can also be used

This Offline form can also be downloaded from CBSE website

<http://www.cbse.nic.in/publicportal/Forms>



For Office Use

Received Rs. Vide

Scroll No.

Cashier

Bank Incharge

इस फार्म को भरने से पूर्व पृष्ठ के दूसरी ओर छपे निर्देशों को ध्यान से पढ़ें :

Read directions printed overleaf carefully before filling this form:

- छात्र/ छात्रा का नाम/ Name of the candidate.....
- पिता/अभिभावक का नाम/ Father's/Guardian's Name.....
- माता का नाम/ Mother's Name.....
- जो दस्तावेज प्राप्त करना है उसका नाम/ Name of the document required.....
- परीक्षा अंक सूची –(मुख्य/पूरक/अंक सुधार/ अतिरिक्त विषय)/ For Marks statement must indicate whether Main/compartament/improvement/Additional Subject Exam.....
- परीक्षा का नाम वर्ष एवं माह/ Name of Exam. with year & Month.....
- अनुक्रमांक/ Roll No..... परीक्षा फल/ Result.....
- पिछला अनुक्रमांक (यदि पूरक परीक्षा दी है या इसके द्वारा पास की है)/ Previous Roll No. if placed or passed in Compartament/Eligible for Improvement of Performance.....
- विषयों का नाम जिसमें परीक्षा दी गई थी (यदि अंक सूची अथवा प्रमाण-पत्र चाहिए) :
Subjects offered (if applying for Marks Statement OR Duplicate Certificate):

1.	2.	3.
4.	5.	6.

- छात्र/छात्रा के विद्यालय का नाम। प्राईवेट छात्र/छात्रा केवल 'प्राईवेट' लिखें

Name of the School in case of Regular Candidates. Private candidates write only 'Private Candidate'

- जन्म-तिथि (जो सी.बी.एस.ई. के रिकार्ड में दर्ज है) / Date of Birth (As recorded in CBSE records)

- जमा शुल्क: (अंकों में) रु..... रूपए (शब्दों में)
Fee Deposited: (In figures) Rs..... Rupees..... (In Words)

- भुगतान का तरीका/ Mode of payment

नकद/ Cash (If personally depositing at Regional Office)

डी.डी./ पे आर्डर/ DD/IPO

बैंक चालान/ Bank Challan

Details of Demand Draft/Pay Order (including Postage fee, if applicable)

DD/IPO Amount

DD/IPO No.

DD/IPO Date

Name of Issuing Bank/Post Office

- छात्र/छात्रा का पता/ Candidate's Postal Address (In Block Letters)

पिन कोड, दूरभाष सं एवं ई-मेल अनिवार्य है/ Pin Code, Phone No. and E-mail ID is compulsory

पिन कोड/ Pin Code.....

E-mail.....

दूरभाष सं/ Phone No.....

दिनांक/ Date.....

छात्र/ छात्रा/ आवेदक के हस्ताक्षर/ Signature of the Candidate

BANK CHALLAN (BANK'S COPY)

Date of Deposit.....Roll No.....Passing Year.....

Paid into the account of CBSE on account of Migration Certificate/Marks Statement/Duplicate Qualifying Certificate/ Duplicate CCE Grade Sheet cum certificate of Performance/ Manual Certificate of DOB/Provisional Certificate (for private candidate)/ (Strike out which never is not applicable)

Name of Candidate.....Amount Rs.....(Rs.....only)

Sign. of Depositor

Scroll Number[For office use]

Cashier[For office use]

Bank Officer[For office use]

(Time for collection with original Receipt. Between 3PM to 5PM on the due working days only)

BANK CHALLAN (CANDIDATE'S COPY)

Date of Deposit.....Roll No.....Passing Year.....

Paid into the account of CBSE on account of Migration Certificate/Marks Statement/Duplicate Qualifying Certificate/ Duplicate CCE Grade Sheet cum certificate of Performance/ Manual Certificate of DPB/Provisional Certificate (for private candidate)/ (Strike out whichever is not applicable)

Name of Candidate.....Amount Rs.....(Rs.....only)

Sign. of Depositor

Scroll Number[For office use]

Cashier[For office use]

Bank Officer[For office use]

(Time for collection with original Receipt. Between 3PM to 5PM on the due working days only)

❖ निम्नलिखित दो कार्य केवल उत्तीर्ण परीक्षा प्रमाण-पत्र की प्रतिलिपि प्राप्त करने के सम्बन्ध में अनिवार्य हैं:-

The following two requirements are necessary for obtaining Duplicate Copy of Qualifying Certificate or Grade Sheet cum Certificate of Performance only:-

1. पहचान प्रमाणिकता/ IDENTIFICATION CERTIFICATE

मैंने अभ्यर्थी की प्रमाणिकता की जांच कर ली है और सिफारिश करता हूं के उसे बोर्ड के प्रमाण-पत्र/ ग्रेड शीट सह निष्पादन प्रमाण-पत्र की अनुलिपि जारी कर दी जये ।

I have verified the bonafide of the candidate and recommend that a duplicate copy of the CBSE Qualifying Certificate/ Grade sheet cum Certificate of Performance may be issued.

हस्ताक्षर (मोहर सहित)/ Signature (With Stamp)

प्रधानाचार्य या राजपत्रित अधिकारी/ Principal of Gazetted Officer

2. प्रेस अधिसूचना/ PRESS NOTIFICATION

प्रेस अधिसूचना किसी एक (अंग्रेजी या हिंदी) राष्ट्रीय दैनिक अखबार में प्रकाशित की जाए ।

प्रेस अधिसूचना की मूल कॉपी का संबंधित पृष्ठ अधिसूचना को दर्शाते हुए फार्म के साथ संलग्न करें ।

मसौदा

यह सूचनार्थ अधिसूचित किया जाता है कि सीबीएसई द्वारा जारी मुख्य/पूरक, माध्यमिक/उच्चतर माध्यमिक परीक्षा वर्ष..... एवं अनुक्रमांक....., उत्तीर्ण करने से संबंधित मेरा मूल/डुप्लीकेट प्रमाण पत्र वास्तव में खो/नष्ट/खराब/विकृत हो गया है। छात्र/छात्रा का नाम.....एवं स्थायी पता.....

OR

To be published in any one (English or Hindi) National daily newspaper [Joint notification in case of both X & XII]
Original Full page of the concerned Newspaper highlighting the portion of the matter should be enclosed with the Form

FORMAT

It is notified for the information that my Original/Duplicate Qualifying Examination Certificate of Main/Compartment, Secondary, Senior Secondary Examination of Year_____ and Roll No._____ issued by CBSE has been actually lost/destroyed/mutilated. Name of the candidate_____ Full Address/Tel._____

आवेदक के मार्गदर्शन हेतु निर्देश/ Direction for the Guidance of Applicants

- आवेदक कृपया आवेदन करने से पूर्व ये सुनिश्चित कर लें कि उनके दस्तावेजों का रिकार्ड सीबीएसई के किस कार्यालय में उपलब्ध है। सीबीएसई कार्यालयों एवं वहाँ उपलब्ध रिकार्ड की स्थिति अंतिम पृष्ठ पर दी गई है। आवेदक द्वारा गलत कार्यालय में अपना आवेदन भेजने की स्थिति में बोर्ड किसी प्रकार की देरी के लिए जिम्मेदार नहीं होगा।
Applicants must check the status of availability of their respective records at concerned office of the Board & must apply at the concerned office only. Else, Board shall not be responsible for any untoward delay in issuing the document.
- प्रमाण-पत्रों की तीसरी प्रति अथवा अगल प्रतियां तब तक जारी नहीं की जाएंगी जब तक क्षेत्रीय अधिकारी किसी दस्तावेजी प्रमाण से संतुष्ट नहीं हो जाते कि अनुलिपि/पूर्व जारी प्रमाण-पत्र वास्तव में खो/नष्ट हो गया हो।
Triplicate or further copies of qualifying certificates shall not be issued on Urgent basis. The same is issued only after the concerned Regional Officer is further satisfied by some documentary evidence that the duplicate/last issued copy has also been actually lost/ destroyed. **A formal request must be enclosed with the Application Form,** supporting documents & applicable fee.
- माईग्रेशन प्रमाण-पत्र उन्हीं छात्र/छात्राओं को जारी किया जाता है, जो बोर्ड की परीक्षा में बैठे हों, आगामी अध्ययन तथा प्रवेश की सुविधा के लिए भी माईग्रेशन प्रमाण-पत्र जारी किया जाता है।
Migration certificate is issued only to those candidates who have appeared for examination of the Board, in order to enable them to seek admission elsewhere for further study.
- अनुत्तीर्ण एवं अंक सुधार/अतिरिक्त विषय परीक्षा में बैठे छात्र/छात्राएं माईग्रेशन/प्रोविजनल प्रमाण-पत्र के लिए आवेदन न करें।
Failed candidates and candidates appeared for improvement/Additional Subject should not apply for Migration or Provisional certificate.
- प्रोविजनल प्रमाण-पत्र केवल निजी श्रेणी के उत्तीर्ण परीक्षार्थियों को ही तब तक प्रदान किया जाता है जब तक उन्हें स्थाई प्रमाण-पत्र जारी नहीं कर दिया जाता। नियमित स्कूल के अभ्यर्थी प्रोविजनल प्रमाण-पत्र के लिए अपने स्कूल से सम्पर्क करें।
Provisional Certificate is issued to a private candidate who has passed Secondary/Sr. Secondary Examination, only till the issuance of the main Qualifying Certificate by the Board. Regular school candidate to obtain Provisional Certificate from their school only.
- आवेदक अपने आवेदन के पश्चात् केवल तीन माह के भीतर ही अपना दस्तावेज सीबीएसई के संबंधित कार्यालय द्वारा प्राप्त कर सकते हैं। आवेदन के तीन माह के पश्चात् ऐसे दस्तावेजों को सम्भालने/जारी करने की जिम्मेदारी बोर्ड की नहीं होगी तथा आवेदक को अपने दस्तावेज प्राप्त करने के लिए पुनः आवेदन करना होगा।
Applicants desirous of collecting documents by-hand must collect their respective document(s) within three months from the date of deposit of duly completed Application Form & fee. The Board shall not be responsible for retaining such documents after the expiry of 03 months duration. Such document(s) shall be cancelled & the applicant shall have to re-apply in case of need.

Note: Revised Fee Notice is attached at the last page of this form

Details of Fee and Delivery time of documents(Incomplete Application Forms will take its usual course of time)

DEPOSIT & COLLECTION BY HAND				
NON-URGENT BASIS	URGENT BASIS			
<p>Fee for each document: Fee + · Postal Charges</p> <p>Document shall be issued on production of original Fee receipt after 15 working days(Excl. holidays) between 3pm-5pm from M&M Section.</p> <p>Fee in cash & Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</p>	<p>Fee for each document: Fee + · Postal Charges</p> <p>Document shall be issued on production of original Fee Receipt after 2 working days (Excl. holidays) between 3pm-5pm from M&M Section.</p> <p>Fee in cash & Application Form to be deposited with the CBSE Office/Designated Bank only between 10 am to 2 pm on any working weekday.</p>			
DEPOSIT & DELIVERY BY POST				
<p>Fee for each document: Fee, + applicable Postal/Courier charges as per applicable category below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">₹ 25/- For delivery within Delhi/ New Delhi</td> <td rowspan="2" style="width: 50%; padding: 2px; vertical-align: top;">Foreign applicants desirous of obtaining documents through courier shall include appropriate courier charges.</td> </tr> <tr> <td style="padding: 2px;">₹ 35/- For delivery within Delhi/ within India</td> </tr> </table>		₹ 25/- For delivery within Delhi/ New Delhi	Foreign applicants desirous of obtaining documents through courier shall include appropriate courier charges.	₹ 35/- For delivery within Delhi/ within India
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₹ 35/- For delivery within Delhi/ within India				
<p>Fee to be paid through Demand Draft/Pay Order or Indian Postal Order favoring "Secretary CBSE" payable at concerned Regional Office only.</p> <p>डिमांड ड्राफ्ट/पोस्टल आर्डर द्वारा शुल्क भेजते समय सुनिश्चित करें कि पोस्टल आर्डर/ डिमांड ड्राफ्ट "सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड" के संबंधित क्षेत्रीय कार्यालय के नाम में ही प्रेषित हो।</p> <p>Delivery of document(s): Within 7-20 working days from the date of receipt of Application Form. Documents shall be dispatched at the respective address of the candidate through Speed Post/Regd. Post/Courier as the case may be.</p> <p style="background-color: #e0e0e0; padding: 2px;">Applicants must mention complete Postal Address with Pin Code, Mobile Tel. No. and E-mail ID on the Application Form.</p>				

Migration Certificate can be obtained by qualified candidates on **same day** of depositing App. Form & fee in cash by hand

Provisional Certificate can be obtained by qualified pvt candidates on **same day** of depositing App. Form & fee in cash by hand

Record of various old years is located in different Regional Offices located across India. Applicant should check the Jurisdiction and Regional Office of CBSE as available on the Forms page of CBSE website www.cbse.nic.in and send the request to correct Regional Office.

Applicant must retain a photocopy of all supporting documents including the Demand Draft/Fee deposited/ sent to the Regional Office.

As per its weeding out rules 1998, CBSE, has weeded out old records of viz Marksheet, Gazettee & Counter Foil upto 1974. Therefore, duplicate documents upto 1974 cannot be issued and applicants need not apply for the same.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

(भारत सरकार, मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संगठन)
(An Autonomous Organisation under the Union Ministry of HRD, Govt. of India)

शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली - 110301

www.cbse.gov.in

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

CBSE/AS Coord/112299/2016/1542

Dated: 19.08.2016

NOTICE

Sub: Fee for issue of various Documents.

It is hereby informed that the fees for issue of various documents has been revised. All concerned are hereby requested to henceforth apply for the required document alongwith the fee indicated against the documents-

1.	Duplicate/Triplicate copy of Class XII Marksheet or Certificate, Class X Marksheet/Certificate/ Gradesheet cum Certificate of Performance	Amount of Fee (in Rs.)
(a)	Upto 5 years from year of passing	250/-
(b)	More than 5 and upto 10 years from year of passing	500/-
(c)	More than 10 years and upto 20 years of passing	1000/-
(d)	More than 20 years from year of passing	2000/-
2.	Migration certificate or its duplicate copy	250/-
3.	Date of birth certificate	250/-
4.	Provisional Certificate	200/-
5.	Urgent/Tatkal fee for duplicate document in addition to fee mentioned above	500/-
6.	Correction in certificate/Marksheet (date of birth, name)etc.	1000/-
7.	Verification of Statement of Marks/Certificate of Class X or XII or both for a particular candidate (except the cases received from Government Department), per document fee.	500/-

(K.K.CHOUDHURY)
CONTROLLER OF EXAMINATIONS