

ANDHRAPADESH OPEN SCHOOL SOCIETY, GUNTUR
APPLICATION FOR ISSUE OF DUPLICATE SSC (APOSS) PASS
CERTIFICATE/MIGRATION CUM TRANSFER CERTIFICATE

1.	Name of the applicant (in block letters)																
2.	Address of the applicant																
3.	Father's Name																
4.	Mother's Name																
5.	Name & address of the School/College through which the applicant admitted for the SSC (APOSS) course																
6.	Details of the SSC (APOSS) Public Examination appeared																
	Month & Year of appearance																
	Hall Ticket No																
	Admission No.																
7.	Reasons under which the application for issue of duplicate * SSC (APOSS) pass Certificate / * Migration cum Transfer Certificate is made																
8.	Whether the damaged Original SSC (APOSS) Pass Certificate/Migration cum Transfer Certificate are available and enclosed																
9.	IF LOST: a) Whether police enquiry certificate is enclosed to the effect that the pass certificate/Migration cum Transfer Certificate lost is beyond recovery b) Whether an affidavit on Judicial Stamp Paper worth Rs. 100/-, regarding the loss of the Original SSC, APOSS Pass Certificate/Migration cum Transfer Certificate beyond recovery attested by First Class Magistrate/Notary is attached																
10.	Whether Original D.D for Rs.1000/- for Duplicate Pass Certificate and Rs. 500/- for Duplicate Migration cum Transfer Certificate drawn in favour of Director, APOSS, payable at Guntur are enclosed. If so, furnish the following details																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Details</th> <th style="width: 35%;">D.D for Rs. 1000/- towards DPC</th> <th style="width: 35%;">D.D for Rs. 500/- towards DMC</th> </tr> </thead> <tbody> <tr> <td>Amount of Rs.</td> <td></td> <td></td> </tr> <tr> <td>Bank Name</td> <td></td> <td></td> </tr> <tr> <td>Branch Place</td> <td></td> <td></td> </tr> <tr> <td>D.D. No. & Date</td> <td></td> <td></td> </tr> </tbody> </table>	Details	D.D for Rs. 1000/- towards DPC	D.D for Rs. 500/- towards DMC	Amount of Rs.			Bank Name			Branch Place			D.D. No. & Date			
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Note: * When both Original Pass Certificate and Migration cum Transfer Certificate are lost, the loss of both the certificates should be mentioned in the Police Certificate.

DECLARATION

1. I,.....do hereby declare that the original pass certificate/Migration cum Transfer Certificate bearing Regd. No.....of SSC (APOSS) April/May, Oct/Nov.....is neither suspended nor cancelled by the competent authority.
2. I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

**SIGNATURE/SEAL OF
THE AI COORDINATOR**

SIGNATURE OF THE CANDIDATE

NOTE: The furnishing of inaccurate or false particulars will entail, besides withholding of the duplicate SSC(APOSS) Pass certificate/Migration cum Transfer Certificate such disciplinary action as may be called for or deemed fit by the Director SSC (APOSS), Guntur.

IDENTIFICATION CERTIFICATE

I, Certify that the above particulars furnished by the candidate have been verified and found correct with reference to records of the college and the applicant Sri/Smt.....is the same person to whom the original SSC (APOSS) Pass Certificate/Migration cum Transfer Certificate was issued and that the issue of the duplicate/s to the candidate is recommended. **The attested passport size photograph of the candidate is enclosed.**

Passport size Photo attested by AI Coordinator
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Signature of the Principal/Head Master/
AI Coordinator with seal

Station:

Date:

The Following Certificates should be sent along with application without fail:

1. Original police Enquiry Certificate to effect that the SSC (APOSS) Pass Certificate cum memorandum of marks /Migration cum Transfer Certificate lost is beyond recovery and the enquiries have been made to trace the Original Certificate but in vain.
2. An affidavit on non- judicial stamp paper/special adhesive stamp worth of Rs.100/- attested by First class Magistrate / Notary (as per proforma).
3. D.D for Rs.1000/- for duplicate Pass Certificate and Rs. 500/- for duplicate Migration cum Transfer Certificate drawn in favour of Director, A.P. Open School Society payable at Guntur.

NOTE: If the spoiled SSC (APOSS) Pass Certificate/Migration cum transfer Certificate or in case pieces of it are available, they may be sent to this office along with the application. In case, the damaged Original Certificate/s is enclosed, police Enquiry Certificate and Notary Affidavit are not required.

4. One photo should be affixed on the Identification certificate duly attested by the AI Coordinator/Head Master/Principal.
5. Xerox copy of Pass Certificate duly attested by the AI Coordinator/Head Master/Principal

AFFIDAVIT (Proforma)

I,.....S/o,.....D/o.....
.....aged.....Years
R/o.....occupation.....solemnly on oath and
affirmation declare as under.

1. That I have appeared for SSC (APOSS) Public Examination held in the month and year of.....with Hall Ticket
.....Admn.No.....through.....College/AI.
2. That the original SSC (APOSS) Pass Certificate/Migration cum Transfer Certificate issued to me by the A.P. Open School Society has been lost by me while.....**.....and in spite of my best efforts I am unable to trace it and it is beyond recovery. In case, it is traced in future, I shall submit it to the Director, A.P. Open School Society, Guntur for cancellation.
3. That I am in need of duplicate copy of the said SSC (APOSS) Pass Certificate/Migration cum Transfer Certificate /s for which purpose I am hereby making the declaration as required by the Director, A.P. Open School Society, Guntur.

Station:

DEPONENT

Date:

****TO MENTION THE REASONS FOR THE LOSS**