

## APPLICATION FOR ISSUE OF DUPLICATE COPY OF MATRICULATION/AISLC CERTIFICATE.

1. Name of the Certificate holder with initial (in Block Capitals as was entered in the original certificate) :
2. Address of the candidate :
3. Father's Name :
4. Date of Birth :
5. The School through which the applicant appeared for the Matriculation/AISLC Examination :
6. Whether passed/Failed (in case of pass specify the class also) furnish correctly :
7. (i) Register No. :  
(ii) Serial No. of the original AISLC/Matriculation Certificate :  
(iii) Month and Year of the Examination :
8. Furnish the detailed circumstances under which the original Matriculation/AISLC certificates was lost beyond recovery :
9. Whether a certificate regarding the loss of the certificate beyond recovery is obtained and enclosed herewith and specify the name, designation and address of the Officer with the Office Seal. The Regd. No. of the last certificate with reason should be mentioned in the certificate. :  
(i) Whether the Chalan for Rs.102/- towards the penal fee and Service Charge for the issue of duplicate certificate is enclosed. :  
(ii) Name of the Treasury/Sub-Treasury :  
(iii) Chalan No. and Date of remittance :

### DECLARATION.

- (i) The particulars furnished above are true to the best of my knowledge and belief.
- (ii) My original AISLC/Matriculation Certificate has neither been suspended nor cancelled by the authority competent and that I have neither previously applied for a duplicate.

STATION :

DATE :

*Signature of the Candidate.*

## HEADMASTER'S CERTIFICATE.

Certified that the particulars furnished by the candidate in the application are correct when compared with reference to the school records and that the applicant is an old student of this institution and he is the identical person to whom the original certificate was issued. Hence the duplicate certificate may be issued to him/her.

*Signature of the Principal.*

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## CERTIFICATE OF LOSS.

(To be issued by a Tahsildar of the respective Taluk Office of Revenue Department of the Government of Tamil Nadu. The designation Seal and officer seal of the official should be affixed in the certificate issued.)

certified that Thiru/Thirumathi/Selvi holder  
of the Matriculation/A.I.S.L.C. Certificate bearing No. /19 appeared through  
Matriculation School, has lost his/her original Matriculation Certificate  
beyond recovery.

I recommend for the issue of a duplicate Matriculation/AISLC Certificate to the above candidate.

Signature :

Name :

Designation :

Office Seal :

STATION :

DATE :

NOTE: The application with all its enclosures should be sent to the concerned Inspector of Matriculation Schools/Inspector of Anglo-Indian Schools, Chennai-6, through the Head of the School where he/she studied last.

## INSTRUCTIONS TO THE CANDIDATES

Mofussal candidates (i.e. other than Chennai) should remit the fee with service charges under the following Head of Account.

Chennai City candidates should remit the fee under the following Head of Account at anyone of the branches of State Bank of India, Chennai, Thousand Light, Saidapet and Ambattur.

No other mode of payment will be accepted (i.e. Indian Postal orders, Demand Drafts).

A sum of Rs.102 (The Penal fee of Rs.100 and service charge of Rs.2) should be remitted under the Head of Account.

0202 Education, Sport, Arts and Culture.

01 General Education

102 Secondary Education

AA Tuition and other fees

02 Director of Government Examinations - Examination fees.

D.P. Code No.0202 01 102 AA 0205 - Fees for the issue of duplicate copy of ASIC/Matriculation Certificate".

and the original chalan enclosed along with the application. The xerox copy of chalan cannot be accepted.

The application should be submitted to the Head of the Institution where he/she, last studied.

The reasons for the loss of the original certificate should be supported with sufficient proof.

- (i) If the certificate has been torn or eaten away by white ants or destroyed partly by fire or torn by mistake or by accident or damaged due to efflux of time the reasons should be produced along with the application.
- (ii) In case of loss during travel or transit, or due to theft, etc., the press cuttings containing the notification of the loss of the original certificate or the final findings of the police authority to whom report was made should be enclosed along with the application.
- (iii) The certificate of loss obtained from a responsible Government Official atleast from the cadre of 'B' Group is imperative to comply with the request of issue of duplicate copy of certificate without this certificate, application for issue of duplicate will be summarily rejected.

Applications should not be sent directly to this office.

In case the original certificate once lost was found later, that should be surrendered to this office for cancellation.

**ORIGINAL**

CHALAN No.

PROVINCIAL

D.P. Code 2202 01 102 AA 0205

- 0202 Education Sports, Arts and Culture
- 01 General Education
- 102 Secondary Education
- AA Tuition and other fees
- 02 Director of Government Examinations Fees for Matriculation/ASLC Duplicate/Certified copy of Marks/  
Date of Birth

**CANDIDATE'S FEE RECEIPT**

Received from  
the sum of Rupees  
being the fees paid for Matriculation/ASLC Duplicate/Certified copy of Marks/Date of Birth

Name of Treasury  
Sub Treasury

Date of Remittance 200

Treasury Officer  
Sub Treasury

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(To be signed and returned to the candidate remitter)  
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**DUPLICATE**

CHALAN No.

PROVINCIAL

D.P. Code 2202 01 102 AA 0205

- 0202 Education Sports, Arts and Culture
- 01 General Education
- 102 Secondary Education
- AA Tuition and other fees
- 02 Director of Government Examinations Fees for Matriculation/ASLC Duplicate/Certified copy  
of Marks/Date of Birth

**CANDIDATE'S FEE RECEIPT**

Received from  
the sum of Rupees  
being the fees paid for Matriculation/ASLC Duplicate/Certified copy of Marks/Date of Birth

Name of Treasury  
Sub Treasury

Date of Remittance 200

Treasury Officer  
Sub Treasury

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(To be signed and returned to the candidate remitter)  
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**TRIPPLICATE**

CHALAN No.

PROVINCIAL

D.P. Code 2202 01 102 AA 0205

- 0202 Education Sports, Arts and Culture
- 01 General Education
- 102 Secondary Education
- AA Tuition and other fees
- 02 Director of Government Examinations Fees for Matriculation/ASLC Duplicate/Certified copy  
of Marks/Date of Birth

**CANDIDATE'S FEE RECEIPT**

Received from  
the sum of Rupees  
being the fees paid for Matriculation/ASLC Duplicate/Certified copy of Marks/Date of Birth

Name of Treasury  
Sub Treasury

Date of Remittance 200

Treasury Officer  
Sub Treasury

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(To be signed and returned to the candidate remitter)  
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