



**শিক্ষা উচ্চ মাধ্যমিক শিক্ষা কাউন্সিল, মণিপুর**  
**COUNCIL OF HIGHER SECONDARY EDUCATION, MANIPUR**  
**Babupara, Imphal - 795001**

**GENERAL APPLICATION FORM**

APPLICATION FOR: .....

1. Name in full : .....  
(in block letters)
2. Mother's Name in full : .....
3. Father's Name in full : .....

| Name of Examination | Year | Roll No. | Registration No. & Year | Name of the Institution | Arts/Sc./Com/Voc. | Result/Division | Regular/Casual/Private |
|---------------------|------|----------|-------------------------|-------------------------|-------------------|-----------------|------------------------|
|                     |      |          |                         |                         |                   |                 |                        |

4. Home Address : .....  
P.O. .... P.S. .... District : .....
5. Purpose of which the document is necessary .....
6. What happen to the original document ? (for duplicate copy) .....
7. Name of the institution and University in which he/she is admitted (for Migration Certificate only)  
.....
8. Mode of payment i.e. Cash only ..... Receipt No. ....  
Date: ..... Amount : .....

Date: .....

*Signature of the candidate*

Forwarded and recommended for issue of the above document which may be delivered to the person whose specimen signatures are attested below:

1. ....
2. ....
3. ....

*Signature of the Head  
of the institution with seal*

Date: .....

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**( FOR OFFICE USE ONLY )**  
**Particulars verified and found correct**

**Date:** .....

**Dealing Assistant**

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**DOCUMENTS TO BE ENCLOSED:**

1. ***FOR ORIGINAL / PROVISIONAL CERTIFICATE:***

Attested Photostat copies each of Admission Card and Marks Sheet.

2. ***FOR MIGRATION CERTIFICATE:***

Original Registration Certificate, Photostat copies each of Admission Card, Marks Sheet of Class XI / Higher Secondary Examination (whichever is applicable).

3. ***FOR DUPLICATE / TRIPLICATE MARK SHEET OR CERTIFICATE:***

- (a) An affidavit sworn before a 1st Class Magistrate by the candidate / parents/ guardian.
- (b) A copy of the insertion in the Local Newspaper either in English or Manipuri for the lost/ damaged of the document(s) to testify the loss or damage of the Original one.
- (c) Police report.

For Duplicate Registration Certificate or Admission Card only the enclosure (b) is necessary.

- N.B.:**
- 1. ***All the documents are to be attested by a gazetted officer.***
  - 2. ***Separate application forms are to be submitted for different documents/certificates.***
  - 3. ***Incomplete application form and without required fees, documents shall not be entertained.***
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