

West Bengal State Council of Technical and Vocational Education and Skill Development
(A Statutory Body under West Bengal Act XXVI of 2013)
[erstwhile West Bengal State Council of Vocational Education & Training]
Karigori Bhavan, 5th Floor, Plot-B/7, Action Area-III.
Newtown, Rajarhat, Kolkata-700160

(In case of lost/stolen)

Police Station Name _____

Police Diary No _____

Date _____

Signature of the O.C. of P.S. with Seal

Sub: Application for Issue of Duplicate Registration Certificate/ ~~Mark sheet~~ Mark sheet/Pass Certificate/Migration Certificate for (X+2) level Higher Secondary (Vocational) Examination
[() Tick whichever is applicable]

Sir,

I beg to apply for issuing Duplicate Registration Certificate/ ~~Mark sheet~~ Mark sheet/Pass Certificate/Migration Certificate (*tick whichever is applicable*) in my favour for the Higher Secondary (Vocational) Examination _____, (*In case of stolen / Lost, Police Diary is to be enclosed and in case of damaged, the damaged documents to be attached*).

Sn.	Description		
1	HS (Voc) Examination Passing Year		
2	Name of the Candidate (in CAPS)		
3	Father's / Mother's / Guardian's Name (in CAPS)		
4	Full Address		
5	Name, Address and Code of the Institution		
6	Registration No. with Year		
7	Roll no.		
8	Discipline/Voc. Paper/Voc. Paper Group offered at the said Examination		
9	Total fees deposited (no. of documents x Rs. _____)	In Fig.	In Words
10	SBI Collect details	SBI Collect Reference No	Date:

The requisite fees of Rs. 100/- per document for the each Duplicate Document/s and Rs.200/ for duplicate Migration document shall be paid by me through State Bank Collect. I like to take delivery of my duplicate documents personally/through Institution (*tick whichever is applicable*).

Yours faithfully,

Date _____

Full Signature of the Candidate**IF APPLIED THROUGH INSTITUTION**

I certify that the above record/s of the applicant is correct to the best of my knowledge and belief.

Date _____

VTC Code				
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Signature of the Head of the Institution with Office Seal

- N.B. (1) Original filled up form, original SBI Collect e-receipt & Xerox copies of documents (optional) to be submitted at the time of submission of application
(2) Application From filled in wrongly will be rejected without any reference to the applicant.
(3) Document/s applied for remain unclaimed beyond six months from the date of application will be destroyed and fees submitted for the purpose shall not be refunded even in the cases of rejected forms.