

TELANGANA OPEN SCHOOL SOCIETY :: HYDERABAD
APPLICATION FOR ISSUE OF DUPLICATE SSC (TOSS)
PASS CERTIFICATE/MIGRATION CUM TRANSFER CERTIFICATE

1	Name of the applicant (in block letters)	
2	Address of the Applicants	
3	Father's Name	
4	Mother's Name	
5	Date of Birth	
6	Name & Address of the School/College through which the applicant admitted for the SSC (TOSS/APOSS) course.	
7	Details of the SSC (TOSS/APOSS) Public Examination appeared	
	Hall Ticket No./ Month & Year of appearance	
	Admission No.	
8	Reasons under which the application for the issue of duplicate SSC (TOSS/APOSS) pass certificate/ Migration cum Transfer Certificate is made	
9	Whether the damaged original SSC (TOSS) Pass Certificate/Migration cum Transfer Certificate are available and enclosed.	
10	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 regarding the loss of the original SSC, TOSS Pass Certificate/ Migration cum Transfer Certificate beyond recovery by 1 st Class Magistrate/ Notary is attached.	
11	Whether original D.D Rs.1000/- for DPC and Rs.500/- for Migration cum TC paid in favour of the Director (TOSS/APOSS) in SBI/SBH towards fee for Duplicate SSC (TOSS/APOSS) pass certificate and Duplicate Migration cum Transfer Certificate respectively is enclosed ? If so, furnish the following details	
	Name of the Bank/Place	
	DD No. & Date	
	Amount Rs.	

DECLARATION

- 1) I,do hereby declare that the original pass certificate/Migration cum Transfer Certificate bearing Regd.No. of SSC (TOSS/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 OF THE CANDIDATE

SIGNATURE/SEAL OF THE AI COORDINATOR

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

IDENTIFICATION CERTIFICATE

I, certify that the above particulars furnished by the candidate have been verified and found correct with reference to records of the AI centre and the applicant Sri/Smt..... is the same person to whom the original SSC (TOSS) 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 and attested hereunder.



Station
Date

Signature of the Principal/Headmaster/
AI Coordinator with seal

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 the SSC (TOSS) Public Examination held in the month and year ofWith Hall Ticket No.
Admission No..... through..... College/AI.

2. That the Original SSC (TOSS/APOSS) Pass Certificate/Migration cum Transfer Certificate issued to me by the Telangana 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, Telangana Open School Society, Hyderabad** for cancellation.

3. That I am in need of duplicate copy of the said SSC (TOSS/APOSS) Pass Certificate/ Migration cum Transfer Certificate/s for which purpose I am hereby making the declaration as required by the Director, Telangana Open School Society, Hyderabad.

DEPONENT

Station :

Date:

** TO MENTION THE REASONS FOR THE LOSS **

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 and in the affidavit.

The following certificates should be sent along with application without fail

- 1) Covering letter of the Headmaster/AI Coordinator
- 2) Original Police Enquiry Certificate to effect that the SSC (TOSS) Pass Certificate/ Migration cum Transfer Certificate lost is beyond recovery and the enquiries have been made to trace the original certificate but in vain.
- 3) An affidavit on non-judicial stamp paper/special adhesive worth of Rs.50/- by 1st Class Magistrate/ Notary (as per affidavit proforma).
- 4) D.D for Rs.1000/- for duplicate Pass Certificate and Rs.500/- for duplicate Migration cum Transfer Certificate drawn in favour of Director, Telangana Open School Society, Hyderabad payable at Hyderabad.

Note:- If the spoiled SSC (TOSS/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.

- 5) Two Passport size photos, one photo should be affixed on the identification certificate duly attested by the AI Coordinator/Headmaster/Principal and the other photo should be securely fastened to the application form.
- 6) Xerox copy of SSC duly attested by the AI Coordinator/Headmaster/Principal.
- 7) True extract of Admission cum SSC Register duly attested by the AI Coordinator/ Headmaster/Principal. (If the Xerox copy of the original Pass Certificate is not available)