

**The following is the procedure to obtain various certificates
from Board of Intermediate Education, A.P., Hyderabad.**

1) Migration Certificate (M.C):-

- i) M.C is given only for those who passed Intermediate Examination.
- ii) The following documents are to be submitted.
 - a) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.150/-
 - b) Application form (hand written or in proforma) with Regd.No. Month & year of passing, Name of the college & Address written clearly.
 - c) Xerox copy of the Pass certificate/Marks Memo.
- iii) M.C can be applied for, in person or by post.

2) Duplicate Marks Memo (DMM):-

The following documents are to be submitted

- a) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.50/-
- b) Application form (hand written or in proforma) with Regd.No Month & year of passing, Name of the college and address.

3) True Extract of Marks:-

The following documents are to be submitted

- a) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.50/-
- b) Application form (hand written or in proforma) with Regd.No Month & year of passing, Name of the college and address.

4) Duplicate Pass Certificate (D.P.C):-

The following documents are to be submitted

- a) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.1000/- w.e.f 01.01.2010.
- b) Police Enquiry certificate
- c) An affidavit on the stamp paper of Rs.10/- issued by the Notary (Advocate).
- d) Filled in application in the prescribed proforma signed duly stamped and forwarded through the principal of the Junior college where the applicant has studied his/her intermediate examination.

NB: 1) The D.P.C will be sent to the principal of the college concerned only, under intimation to the candidate.

2) If the original certificate is soiled, torn or damaged, the same should be enclosed. In such cases, police enquiry certificate and affidavit are not required.

3) If the candidate wants to apply for Triplicate pass certificate, Rs.2000/- w.e.f 01.01.2010 should be paid. The rest of the procedure is the Same.

5) Transcripts:-

The following documents are to be submitted

- a) Application form (hand written or in proforma)
- b) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.50/-
- c) Intermediate pass certificate in original
- d) 10 white envelopes of 9 x 4 size
- e) 10 Xerox copies of Intermediate pass certificate (both sides of the original) with blank space of 4 inches left below the Xerox copies, to make necessary attestations and affix stamps.

6) Correction of Candidate's name, father's name or other entries like Gender, Medium etc on the Intermediate Original Pass Certificate:-

The following documents are to be submitted

- a) S.S.C/CBSE/ICSE/or any other equivalent certificate in original with two Xerox copies. If father's name is not mentioned in the Pass certificate, migration certificate should be submitted in original.
 - b) Intermediate pass certificate in original with two Xerox copies
 - c) A letter from the principal of the Junior college where the Student studied his/her intermediate.
 - d) Challan (SBI) or D.D drawn in favour of "The Secretary, BIE, A.P, Hyderabad" on any Nationalised Bank for Rs.50/-
- NB: Candidates who passed their Intermediate prior to 2006 need not pay the fee.

Prescribed proforma for applying M.C/ DMM /True Extract of Marks/ Transcripts.

To:

The Secretary
BIE, A.P, Hyderabad.

Name of the candidate :

Hall ticket No, Month
& year of passing :

College where studied
with address :

Challan/DD amount
with Date :

Purpose :

Candidates full address
with pin code
(in capital letter) :

Signature of the candidate

Prescribed proforma for applying Duplicate Pass Certificate.

**BOARD OF INTERMEDIATE EDUCATION, A.P., NAMPALLY, HYDERABAD.
ANNEXURE-VI**

APPLICATION FOR ISSUE OF DUPLICATE INTERMEDIATE PASS CERTIFICATE

1. Name of the applicant (in block letters) :
2. Address of the applicant :
3. Father's Name :
4. College through which the applicant appeared for the Intermediate Public Exam, and passed :
5. The Month & Year of the Examination and Regd. No. with which the applicant appeared for the I.P.E. :
6. Reasons under which the application for the Issue of Duplicate Inter Pass Certificate is made :
7. Whether the damaged Original Pass Certificate is available and enclosed
8. **IF LOST:**
 - a) Whether police enquiry certificate is enclosed to the effect that the pass certificate lost is beyond recovery :
 - b) Whether an affidavit regarding the loss of the Original Inter Pass Certificate beyond recovery By 1st Class Magistrate/Notary is attached :
9. Whether the Challan/D.D in favour of Secretary B.I.E., A.P., of S.B.I. or S.B.H., for Rs.1000/- Towards fee for obtaining a duplicate Inter Pass Certificate is enclosed (Name of the Bank & Date of Challan to be mentioned) :

DECLARATIONS

- 1) I, _____ do hereby declare that my original Pass Certificate bearing Regd. No. _____ of I.P.E. March/June/September, _____ 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

NOTE: The furnishing of inaccurate or false particulars will entail, besides withholding of the duplicate pass certificate, such disciplinary action as may be called for or deemed fit by the Secretary, Board of Intermediate Education.

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. _____ is the same person to whom the original Intermediate Pass Certificate was Issued and that the Issue of the duplicate to the candidate is recommended.

SIGNATURE OF THE PRINCIPAL WITH SEAL

Station:

Date:

The following certificates should be sent along with applications without fail.

1. Original Police Enquiry Certificate to effect that the Intermediate Pass Certificate cum- Memo of marks lost is beyond recovery and the enquiries have been made to trace the original certificate but in vain. In case the loss of both S.S.C and Intermediate Certificate is certified in a single certificate and the original is submitted to SSC Board, the Xerox copy should be attested by a Gazetted Officer.
2. An affidavit on non-judicial stamp paper / special adhesive stamp worth of Rs.10/- by 1st class Magistrate / Notary (as proforma).
3. Bank Challan of Rs.1000/- for duplicate and Rs.2000/- for triplicate.

NOTE: If the spoiled Intermediate Pass Certificate is available or in case any pieces of it are available they may be sent to this office along with the application. In case, the damaged original certificate is enclosed, police Enquiry Certificate and

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 two-year Intermediate Public Examination held in the month and year of _____ with Regd. _____ through _____
College.
2. That the original Certificate issued to me by the Board of Intermediate Education, has been lost by me while _____** _____
and inspite 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 Board of Intermediate Education, Andhra Pradesh, Hyderabad for cancellation.
3. That I am in need of duplicate copy of the said certificate for which purpose I am hereby making the declaration as required by the Secretary, Board of Intermediate Education.

Station:

DEPONENT

Date:

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