

CHAPTER – 9

ISSUANCE OF ORIGINAL/REVISED/DUPLICATE CERTIFICATE

9.1 Original Certificate(s)

- a. Every successful candidate at SSC or HSSC level shall be issued a certificate.
- b. Certificates shall be issued within six months of the declaration of the result.
- c. If a Principal of the institution within country reports within two months that one or more certificate(s) is/are missing from the lot, an officer/official shall be deputed to physically check the record and on his/her recommendation, fresh/original certificate of that candidate(s) shall be issued free of cost. If the report of the principal for missing certificate receives after two months of the dispatch, it shall be treated as time barred.
- d. If a Principal of the institution situated abroad reports within four months that one or more certificate(s) is/are missing from the lot, and on the recommendation of concerned embassy/Consulate General of Pakistan or any person nominated by the Board, fresh/original certificate of that candidate(s) shall be issued free of cost. If the report of the principal for missing certificate is received after four months of the dispatch, it shall be treated as time-barred.
- e. No person shall be entitled to apply for issuance of original/duplicate/revise certificates on behalf of candidate.
- f. Candidate himself/herself or only blood relatives i.e. his/her father/mother, real brother/sister, and wife/husband shall be entitled to receive the certificate by hand on providing documentary proof, otherwise, the certificate shall be sent by post to the given address.
- g. If a candidate is in dire need of certificate before issuance of original certificates in due course of time, he/she shall be issued the original certificate, not before the decision of all the rechecking/U.F.M cases, on submission of an application alongwith photocopy of result card forwarded by concerned head of institution and prescribed fee i.e. double the normal fee for issuance of duplicate certificate, such certificates shall be issued after three days on receipt of complete case.
- h. In case any original certificate is misplaced/damaged by institution due to any reason (flood, earth quack, fire, collapse of infrastructure/building, shifting of premises etc.) before issuance to the candidate, Principal concerned shall write to the Board with full justification and prescribed fee. An original certificate (without further codal formalities) shall be issued to the candidate/Institution

9.2 Improvement Certificate(s)

- a. If a candidate succeeded in improving his/her marks, a certificate showing the improved grade/ marks shall be issued to him/her on surrendering previous certificate. In case original certificate is lost/burnt etc. he/she shall apply for issuance of duplicate certificate (as per clause 9.4-a) along with prescribed fee.

9.3 Revised Certificates(s)

- a. For issuance of revised certificates following documents shall be provided:
 - i. Application/Covering letter;
 - ii. Certificate to be corrected (in original); and
 - iii. Correction letter issued by the Board
- b. No fee shall be charged for issuance of revised certificate.
- c. Original certificate shall be surrendered for issuance of revised certificate. In case original certificate is lost/burnt etc, he/she shall apply for issuance of duplicate certificate (as per clause 9.4-a) along with prescribed fee.
- d. Consolidated certificate shall be issued to the candidate at SSC level who had passed seven out of eight subjects. After passing his/ her eighth/deleted subject, he/she shall be issued a combined certificate on surrendering of previous both certificates along with photocopy of consolidated result card and prescribed fee meant for duplicate certificate.

9.4 Duplicate Certificate(s)

- a. In case, candidate has lost/damaged/blotted/torn/burnt his/her original certificate, he/she shall be issued duplicate certificate by providing following documents:
 - i. Application form for issuance of duplicate certificate
 - ii. A photocopy of certificate/result card; and
 - iii. Prescribed fee.
- b. Secretary's signatures shall be printed by the data base/computer branch. However, if required manual signatures of Secretary or his signature stamp shall be affixed on the certificate in lieu of original certificate.
- c. A report/catalog may be printed on daily basis by the database/computer branch
- d. Entry of such certificates should be made in stock register on daily basis and Deputy Secretary (Certificates) /Secretary/Director (O.W.C) / Deputy Secretary (O.W.C) shall sign on the stock register as well.

9.5 Verification of certificate (s)

- a. Following departments are exempted to remit the fee for verification of documents (already approved by the BOG in its 51st meeting dated 15 October 2000):
 - i. All Defense Forces in Pakistan
 - ii. Public Service Commission
 - iii. All Foreign Missions
 - iv. All Educational Boards
- b. In case the candidate is applying for verification of certificate through postal mail/by hand for onward submission to IBCC/WES or any other credential assessment agency abroad, the applicant must observe following:

- i. In case any credential assessment agency abroad demands the verification from the candidate directly, he/she will have to pay the requisite inland fee per document.
- ii. In case candidate requests Board to forward the required documents to the credential assessment agency abroad directly, he/she will have to pay the prescribed fee at par overseas candidate per document.
- iii. Board will not be responsible for misplacement of the verified document if the postal address given above in form is incorrect or mail service failed to deliver at given address.
- iv. If any organization/department produces a bogus/tempered/fabricated copy of certificate/result card for verification, Board shall intimate the same to that organization/department and also request that organization to initiate a necessary legal action against the culprit under intimation to the Board.