

CITIZEN CHARTER
ASSAM HIGHER SECONDARY EDUCATION COUNCIL (AHSEC)

Sl. No	Notified public service	Documents to be enclosed with the application	Stipulated time limit for providing the service	Designation of Designated public servant	Designation of Appellate authority	Time limit for disposal by Appellate Authority	Designation of Reviewing Authority	Time limit for disposal by Reviewing Authority	Documents to be enclosed with the application	User charges
1	Issuance of Duplicate/ Additional Copy of Marks sheet	<ol style="list-style-type: none"> 1. Prescribed Format 2. Copy of FIR (In case of loss or theft) 3. Original Marks sheet in case of partial damage. 4. Photocopy of Admit Card dully attested 5. Requisite fee 6. Self addressed stamped (Registered/ General as the case may be) envelope. 	10 working days	Controller of Examinations	Secretary AHSEC	3 working days	Chairman AHSEC	3 working days	Records/ proof submission of documents before the Designated Servant and appellate authority	Rs. 100/-
2	Issuance of Duplicate/ Additional Copy of Pass Certificate	<ol style="list-style-type: none"> 1. Prescribed Format 2. Copy of FIR (In case of loss or theft) 3. Original Certificate in case of partial damage. 4. Photocopy of Admit Card dully attested 5. Photocopy of Marks sheet dully attested 6. Photocopy of Registration Certificate dully attested 7. Requisite fee 8. Self addressed stamped (Registered/ General as the case may be) envelope. 	10 working days	Deputy Secretary (Examination) AHSEC	Secretary AHSEC	3 working days	Chairman AHSEC	3 working days	Records/ proof submission of documents before the Designated Servant and appellate authority	Rs. 100/-
3	Issuance of Migration Certificate	<ol style="list-style-type: none"> 1. Prescribed Format 2. Students shall have to surrender his/ her Original Registration Certificate along with the application form. 3. Requisite fee 4. Self addressed stamped (Registered/ General as the case may be) envelope. 	5 working days	Deputy Secretary (RPR), Branch, AHSEC	Secretary AHSEC	2 working days	Chairman AHSEC	2 working days	Records/ proof submission of documents before the Designated Servant and appellate authority	Rs. 300/-