

NOTIFICATION

Dated – 23/06/2022

No. AHSEC/EST/E-service/DoP/708/2022/ ২৪০/ : In the interest of delivery of various services of Assam Higher Secondary Education Council *online*, the Council has developed an E-Service portal for giving the following services online –

(A) Correction of –

- (i) Registration Certificate
- (ii) Admit Card
- (iii) Mark-sheet
- (iv) Pass Certificate

(B) For obtaining duplicate copy of

- (i) Registration Certificate
- (ii) Admit Card
- (iii) Mark-sheet
- (iv) Pass Certificate
- (v) Migration Certificate

(C) Issuance of Migration Certificate

(D) Gap permission for admission into HS First Year Class

(E) Transfer of Regular students in HS 2nd year

Therefore, it is notified to all concerned to visit the official website <https://ahsec.assam.gov.in> for obtaining their required services online in a time bound manner.

Steps for availing the services -

(A) For Duplicate Registration Certificate, Admit Card, Mark-sheet, Pass Certificate, Migration Certificate and Gap Permission for admission into HS First Year Class and Transfer of Regular students in HS 2nd year

- Register as new applicant
- Login with user ID and password
- Select services (as required)
- Fill up the application form
- Upload necessary document (as popped up)
- Make online payment and submit application
- Download acknowledgement

(B) For correction of Registration Certificate, Admit Card, Mark-sheet, Pass Certificate, Migration Certificate etc.

- Register as new applicant
- Login with user ID and password
- Select services (as required)
- Fill up the application form
- Upload necessary documents (as prompted)
- Make online payment and submit application
- Download acknowledgement


Note : Applicants shall have to submit hardcopy of the system generated acknowledgment receipt along with the original one, where correction requires (Registration Certificate, Admit Card, Mark-sheet and Pass Certificate). For issuance of Migration Certificate the Original Registration Certificate needs to be submitted along with the acknowledgement receipt.

The Heads of the Institutions offering Higher Secondary Course are requested to notify it in the Institution's Notice Board for information of the students /stakeholder concerned.


It is also notified that the existing practice of obtaining aforesaid documents through **offline process** is discontinued with immediate effect.

A statement showing the fees to be deposited by the applicants for obtaining the required service is given below-

| Sl. No. | Name of service | Fees (in rupees) |
|---------|---|------------------|
| 1 | Correction of Registration Certificate | ₹ 200.00 |
| 2 | Correction of Admit Card | ₹ 200.00 |
| 3 | Correction of Mark-sheet | ₹ 200.00 |
| 4 | Correction of Pass Certificate | ₹ 200.00 |
| 5 | Duplicate copy of Registration Certificate | ₹ 300.00 |
| 6 | Duplicate copy of Admit Card | ₹ 300.00 |
| 7 | Duplicate copy of Mark-sheet | ₹ 300.00 |
| 8 | Duplicate copy of Pass Certificate | ₹ 300.00 |
| 9 | Duplicate copy of Migration Certificate | ₹ 600.00 |
| 10 | Issuance of Migration Certificate | ₹ 600.00 |
| 11 | Gap permission for admission into HS First Year Class | ₹ 300.00 |
| 12 | Transfer of Regular students in HS 2 nd year | ₹ 600.00 |


 Secretary
 Assam Higher Secondary Education Council
 Bamunimaidam, Guwahati-21

Memo No. AHSEC/EST/E-service/DoP/708/2022/ 2801 (A)


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Copy to..

1. The Chairman, AHSEC for kind information
2. All Officers of the Council for information
3. The Deputy Controller of Examinations for information. He is asked to upload this notice in the council's web site
4. Principals of all recognized/permitted Institutions under the AHSEC
5. The Programmer for information & necessary action. He is asked to arrange to email this notice to all the permitted/recognized Institutions of the AHSEC
6. Office copy


 Secretary
 Assam Higher Secondary Education Council
 Bamunimaidam, Guwahati-21