



**ASSAM STATE SCHOOL EDUCATION BOARD
DIVISION-II (Erstwhile AHSEC)
BAMUNIMAIDAM :: GUWAHTI-781021**

No.:ASSEB/DIV-II/EST/

Date: 06/08/2025

NOTIFICATION

This is for information of all concerned that with a view to provide a convenient online application process for issuance of duplicate/corrected documents, the ASSEB Div.-II has adapted a common online application system for the stakeholder which will be in operation from 01/09/2025. The common online application portal will be accessible for applying of duplicate/corrected copy of the Registration Certificate, Admit Card, Marksheet and Pass Certificate.

The Common Online Application Portal will be available in eService segment of ASSEB, Div.-II website <https://ahsec.assam.gov.in>.

Steps for applying for the Services online

- 1) Register as a new applicant
- 2) Login with User Id and Password
- 3) Select type of documents required
- 4) Fill up the application form and upload required documents
- 5) Make online payment and download the Acknowledgment Receipt

Minimum supporting documents to be uploaded for Correction of Documents:

1. Passport size photograph.
2. Applicant signature.
3. HSLC/10th Admit Card.
4. Documents to be corrected.

Minimum supporting documents to be uploaded for Duplicate Documents:

1. Damaged portion of the Document (in case of partially damaged).
2. Police Report Copy (in case of lost / fully damaged).

Mode of receiving documents: Approval message (SMS) will be sent to the applicant after completion of the process.

A. For Correction

The corrected copy will be handed over to the applicant by hand on submission of the incorrect copy and acknowledgement receipt to the authorized person of ASSEB, Div.-II. Applicants have to contact with the Public Cell of ASSEB, Div.-II on receiving the approval message (SMS).

B. For Duplicate

Applicants will receive the duplicate document either by post or by hand from the counter as opted at the time of application. For receiving the duplicate documents from the counter of this office, the applicant must have to produce the acknowledgement receipt.

Application Fee Structure and mode of payment:

Application fee for different services of ASSEB, Division-II are as mentioned below: -

Sl. No.	Services	Fee per applicant	*Late fine per applicant	Remarks
1.	Correction of Registration Certificate	300/-	250/-	*Late fine will be applicable if correction is applied after completion of 03 (three) years from the examination year.
2.	Correction of Admit Card	300/-	250/-	
3.	Correction of Marksheet	300/-	250/-	
4.	Correction of Pass Certificate	300/-	250/-	
5.	Duplicate Registration Certificate	300/-		If postal delivery is opted additional fee of Rs. 50/- will be charged.
6.	Duplicate Admit Card	300/-		
7.	Duplicate Marksheet	400/-		
8.	Duplicate Pass Certificate	550/-		

Mode of payment- Through the payment gateway integrated with the application portal.

Secretary

Assam State School Education Board, Division-II
Bamunimaidam, Guwahati-781021

Memo No.: ASSEB/DIV-II/EST/01/01/2024/2125A

Date: 06/08/2025

Copy forwarded to:-

- 1) The Chairman, ASSEB for favour of kind information.
- 2) The Vice-Chairman, ASSEB for favour of kind information.
- 3) The Deputy Secretary (IT), ASSEB, Division-II for uploading in the website.
- 4) All Head of the Institutions under ASSEB, Division-II for information and necessary action.
- 5) All officers and staff of ASSEB, Division-II for information and necessary action
- 6) Notice Board.

Secretary

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Bamunimaidam, Guwahati-781021