

GUIDELINES FOR TOKEN GENERATION

ELIGIBLE INSTITUTION FOR NEW REGISTRATION ON DARPAN PORTAL -

1. OBTAINED THE ACADEMIC PERMISSION FROM AHSEC.
2. APPLIED FOR ACADEMIC PERMISSION IN AHSEC.

❖ DOCUMENTS REQUIRED FOR GETTING THE TOKEN NUMBER -

ELIGIBLE INSTITUTIONS	DOCUMENTS REQUIRED FOR TOKEN
1. OBTAINED THE ACADEMIC PERMISSION FROM AHSEC	<ol style="list-style-type: none">1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION (ANNEXURE-A).2. ORDER COPY OF ACADEMIC PERMISSION FROM AHSEC.
2. APPLIED FOR ACADEMIC PERMISSION FROM AHSEC	<ol style="list-style-type: none">1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION.2. PRIOR PERMISSION COPY FROM DSE/COUNCIL.3. COPY OF FEE PAYMENT RECEIPT FOR ACADEMIC PERMISSION FROM AHSEC.4. LABORATORY PHOTOGRAPHS. -(In Case Of Applied For Institutions Having Science Stream).

N.B:

1. THE ABOVE INSTITUTIONS CAN REGISTER ON DARPAN PORTAL FOR ADMISSION ONLY AFTER GETTING THE TOKEN NUMBER.
2. PLEASE SUBMIT THE APPLICATION FOR TOKEN WITH RELEVANT DOCUMENTS AT THE R&A BRANCH, AHSEC.
3. TOKEN NUMBER WILL BE SHARED WITH THE PRINCIPAL OF ELIGIBLE INSTITUTION ON HIS / HER MOBILE NUMBER.

STANDARD FORM OF APPLICATION FOR TOKEN GENERATION

To,

The Secretary,
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

Subject- Prayer for generating Token Number for Registration of Institution on “DARPAN” Portal.

Sir,

Referring to the subject cited above I request you to kindly facilitate to generate the Token number to be able to register my institution on “DARPAN” portal.

SL NO	PARTICULARS		
1.	DISTRICT		
2.	INSTITUTION'S NAME		
3.	PRINCIPAL'S MOBILE NO		
4.	OFFICIAL E-MAIL ID		
5.	AFFILIATION STATUS OF THE INSTITUTION (PLEASE TICK)		APPLIED FOR / HS 1 ST YR. PERMITTED
6.	CATEGORY OF THE INSTITUTION (PLEASE TICK)		HS SR. SEC. DEGREE COLLEGE
7.	SUB-CATEGORY OF THE INSTITUTION (PLEASE TICK)		GOVT PROVINCIALISED PRIVATE
8.	STREAM & PERMISSION STATUS		
	STREAM	PERMISSION STATUS (PLEASE TICK)	SEAT CAPACITY
9.	ARTS	APPLIED FOR / HS 1 ST YEAR PERMITTED	
10.	SCIENCE	APPLIED FOR / HS 1 ST YEAR PERMITTED	
11.	COMMERCE	APPLIED FOR / HS 1 ST YEAR PERMITTED	

SIGNATURE & SEAL OF THE PRINCIPAL

ENCLOSURES-

1. Copy of Prior Permission/ NOC from DSE/Council.
2. Order Copy of Academic Permission from AHSEC. (Applicable for permitted institutions).
3. Receipt Copy of Fee payment for Academic Permission from AHSEC.
4. Laboratory Photographs (Applicable to applied for institutions having Science Stream).

Note: Token number will be shared with the Principal of eligible institution on his/her mobile number.