

Bharat Scouts and Guides Policy for Issuing Duplicate Certificates/Parchment/Hon'ble Charge

Effective Date: September 13, 2023

Policy Statement:

In the event of loss or damage to Duplicate Certificates/Parchment/Hon'ble Charge, this policy outlines the procedure for issuing the said Certificate. This policy ensures that the issuance of Duplicate Certificates is conducted with due diligence and verification.

Policy Procedure:

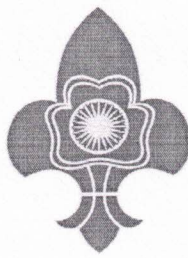
1. **Application Submission:** The applicant must submit an application containing the following details:
 - Certificate number and date
 - Full name and address of the candidate
 - All required details as per the application form

The application must be duly recommended by the competent authority of the respective State Association.

2. **Payment of Fee:** A fee of Rs. 200/- must be paid through a Bank Draft in favour of the "Director, Bharat Scouts and Guides, National Headquarters," payable at New Delhi.
3. **Photocopy of an Original Certificate:** If available, a photocopy of the original certificate should be included with the application.
4. **Submission of Confirmation Documents:** All the above-mentioned documents, including the application, fee and photocopy of the original certificate (if any), should be submitted together to the Director, Bharat Scouts and Guides, National Headquarters, New Delhi - 110002.
5. **Verification and Confirmation:** Upon receipt of all the required documents, the concerned officers will undertake the following verification process:
 - Verify the records from the Bharat Scouts and Guides, National Headquarters Register.
 - Review the recommendation provided by the Chief Executive - Governance.
 - Verify the authenticity of the documents submitted.

After completing these verification steps, the Duplicate Certificate will be issued to the applicant, subject to the satisfaction of all necessary criteria.

6. **Policy Review:** This policy shall be subject to periodic review and may be updated as necessary to ensure its continued effectiveness.
7. **Policy Owner:** The Director, Bharat Scouts and Guides, is responsible for the implementation and enforcement of this policy.



8. **Concurrence of the policy:** This policy is issued with the concurrence of the Chief National Commissioner, Bharat Scouts and Guides.
9. **Confirmation of the policy:** This policy shall be placed before the National Executive of Bharat Scouts and Guides in due course.

Authenticated:

Amar B. Chettri
Chief Executive Governance & Joint
Director, Bharat Scouts and Guides

Raj Kumar Kaushik
Director
Bharat Scouts and Guides

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