

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**  
**APPLICATION FOR DUPLICATE CERTIFICATE(S)**

Institution Code			Name of the Institution					
Register Number			Name of the Student					
Course Code			Name of the Course					
Reason to apply for Duplicate								
Complete Communication Address with Taluk/District/Pincode								
Contact Mobile Number								
<b>DETAILS OF ID PROOF ATTACHED (Self-attested xerox copy to be attached)</b>								
Tick (✓)	Document Type		Unique Number of the Document (i.e. Driving License Number/Aadhaar Number/Voter ID Number)					
	Driving License							
	Aadhaar Card							
	Voter ID							
Tick (✓)	Type of Certificates Required		Particulars Required				Amount	
	Duplicate Diploma Certificate		Month & Year of Passing					
	Consolidated Mark Statement		Month & Year of Passing					
	Combined Mark Statement		Month & Year of Exam					
	Mark Statement		Semester	Month & Year	Semester	Month & Year		
Details of Payment Made thro' Indian Bank Multi-Utility Chalan					<b>Total Amount</b>			
Reference Number	Journal Number	Date of Payment						
<b>DECLARATION</b>								
<ul style="list-style-type: none"> <li>I, _____ son/daughter of _____ residing at the above mentioned address do hereby solemnly and sincerely affirm that the Diploma Certificate/Consolidated Mark Statement/Combined Mark Statement/Mark Statement issued to me has irrevocably been lost/destroyed.</li> <li>I file this declaration for the purpose of receiving duplicate certificate(s).</li> <li>I will return immediately the duplicate certificate(s) to the Chairman, Board of Examinations, Chennai – 600 025 only my original certificate(s) is/are recovered later.</li> <li>The facts stated are true and correct to the best of my knowledge and if found false by the Chairman, Board of Examinations, I shall abide by the decisions of the competent authorities.</li> </ul>								
Countersigned by the Principal with Designation Seal					Signature of the Candidate			

## INSTRUCTIONS

- Duplicate Certificate will be issued only when it is lost or destroyed irrevocably.
- Application should be made **only by the Candidate** in the prescribed format and should be sent to the Chairman, Board of Examination through the institution in which the candidate is studying / studied.
- Application received on behalf of the Candidate will not be entertained.
- The following enclosures are necessary:
  - Xerox of the Certificate(s) for which duplicate certificate(s) are required (if available)
  - Original Indian Bank Multi-Utility Chalan
  - Self-attested Photocopy of Aadhaar Card / Driving License / Voter ID Card
- Duplicate Certificate(s) are to be surrendered to the Chairman, Board of Examinations, if the Original Certificate(s) are recovered later.
- Request for issue for Duplicate Provisional Certificate will not be entertained.
- Fees as per existing rates are to be paid through **Indian Bank Multi-utility Chalan** only. No other mode of payment will be accepted.
- For generation of Multi-utility Chalan, visit Indian Bank's Website: <http://www.indianbank.in/links.php> > Links > Other Links > DOTE Multi-utility Payment – Students. After generation of multi-utility chalan, payment can be made either through online or through any branch of Indian Bank.
- Fees once paid will not be refunded or adjusted for any other certificate under any circumstances.

### FEES TO BE REMITTED THROUGH INDIAN BANK MULTI-UTILITY CHALAN

Type of Certificate	Amount (in Rupees)
Duplicate Diploma Certificate	300
Duplicate Marksheets (within 5 years)	60
Duplicate Marksheets (before 5 years and upto 10 years)	90
Duplicate Marksheets (before 10 years)	120

\*Amount mentioned above is exclusive of Bank Charges.

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