

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA CERTIFICATE AND MARK SHEETS

Issue of Duplicates/Transcripts and Migration Certificates

A	B	C
<p><u>DIPLOMA CERTIFICATE LOST DUE TO THEFT, MISSING ETC</u></p> <p>↓</p> <ol style="list-style-type: none">1. Application in prescribed format(available at dote website)2. Gazetted officer and Principal's signature in application.3. Application submitted to DOTE through Principal.4. Rs.300/-(+Rs 20/-Bank charges)Indian Bank online Challan5. Complaint (FIR) with Police Department and not traceable Certificate in Original should be enclosed.6. Photocopy of Diploma Certificate (if available)	<p><u>DAMAGED DIPLOMA</u></p> <p>Apply through Principal with payment of Rs 300/-by Indian Bank online Challan. The original damaged Diploma Certificate should be enclosed with the application.</p>	<p><u>LOSS OF DIPLOMA DUE TO FIRE/FLOOD</u></p> <p>↓</p> <ol style="list-style-type: none">1.Same procedure as mentioned in <u>A</u> except sl no.52. Instead of Not traceable Certificate from Police Department, Certificate from Thashildhar should be enclosed.

Migration Certificate:

Apply in prescribed format with a copy of Diploma / Provisional Certificate through Principal of the concerned polytechnic college. Indian bank online Challan for Rs 100/- is to be enclosed.

All applications requesting to issue Duplicate Diploma, Duplicate Marksheet and Migration Certificate should be addressed to the **Chairman, Board of Examinations, Directorate of Technical Education, Guindy-25** only.

As far as Autonomous Polytechnic Colleges are concerned, Duplicate of Diploma Certificate will be issued by DOTE on request. Duplicates / Corrections of mark sheets of Autonomous colleges will be done only at the College level and not at DOTE.

Verification of Genuineness of Certificates:

Diploma Certificates/Provisional Certificates / Mark Sheets issued by DOTE alone will be verified and Genuineness Certificate will be issued on request.

Apply to the Chairman, Board of Examinations, Directorate of Technical Education, Chennai-25 with a copy of Certificate to be verified along with Indian Bank online Challan.

Fee Details:

Certificates issued by DOTE within 10 years –Rs 200/- per

Certificate / Mark sheet

Certificates issued by DOTE before 10 years- Rs 300/- per

Certificate /Mark sheet

The above charges are not applicable to applications received from Govt. Public Department (FOR III), District Collectorate and other Govt. Departments.

Transcript:

Transcripts of Diploma /Provisional /Mark sheets will be issued on application.

Apply to the Chairman, Board of Examinations, Directorate of Technical Education, Chennai -25. with Xerox copies of all Certificates for which Transcript /Attestation is needed (One set of extra copy is to be attached)

Fee Details:

Certificates issued by DOTE within 10 years –Rs 200/- per Certificate/ Mark sheet

Certificates issued by DOTE before 10 years- Rs 300/- per Certificate/Mark sheet

Chairman
Board of Examination