

## **1. MIGRATION CERTIFICATE**

Migration Certificate / No Objection Certificate is being issued by this Department to the Diploma holders who want to pursue higher education in Universities / Institutions outside Tamil Nadu. At present, the fee prescribed for issue of Migration Certificate is Rs.100/- which has to be remitted in the form of Demand Draft drawn in favour of “Additional Director of Technical Education (Examinations), Chennai - 600 025” payable at “Chennai”. The candidate has to submit the duly filled in application form enclosing the DD along with an attested Xerox copy of his Diploma certificate through the Institution in which he had completed the Diploma Course, to the Chairman’s office for issue of the migration certificate. Migration certificate will be sent within a week’s time from the date of receipt of application, directly to the candidate’s address.

## **2. CORRECTIONS IN MARK SHEETS & DIPLOMA CERTIFICATES**

The application for any correction in the certificate (Diploma (or) Mark Sheet) should reach the Chairman’s Office within 60 days from the date of issue along with the original defective certificates. The candidate / institute has to pay the correction fee prescribed by the Government by way of Online Indian bank challan and send the same along with the prescribed application duly signed by the Principal. Increased fee (applicable for duplicate certificates) will be collected from those applying after 60 days, for corrections. The candidate should enclose a Xerox copy of his S.S.L.C. mark sheet attested by the Principal of his / her institution as a proof for the corrections required. The name of candidate (spelling and initials) and the date of birth will be printed in the mark sheets as in the X standard mark sheet only.

No correction will be made in the certificates based on Gazette Notifications, for change of names, initials, date of birth etc.

### **Mark Sheets Name/Date of Birth Correction Fees**

Rs. 60/- per mark sheet (up to 5 years)

Rs. 120/- per mark sheet (more than 5 years)

The above fees has to paid in Indian bank by taking online challan using following Indian bank link

<http://www.indianbank.in/links.php>

Select the option Department of Technical Education (DoTE) MultiUtility Payment – Students to take the online challan

### **3. DUPLICATE MARK SHEETS & DIPLOMA CERTIFICATES**

In case of loss of original Diploma certificate / Mark sheets, one can apply for the Duplicate certificate in the prescribed format with necessary documents through the Principal of the Polytechnic College where he had last studied by remitting necessary fee by way of Online Indian bank challan as specified earlier. Duplicate Diploma certificate will be issued only after giving due notification in the Tamil Nadu Government Gazette. Those who lost the Diploma certificate during transit etc. has to prefer a police complaint in the nearest Police station and produce the certificate issued by them. Those who lost the same in fire accidents etc. should produce a certificate from the concerned Revenue department Officials. In the case of retrieval of the Original certificate, the duplicate certificate has to be surrendered immediately.

#### **Duplicate Mark Sheets Fees**

Rs. 60/- per mark sheet (up to 5 years)

Rs. 120/- per mark sheet (more than 5 years)

#### **Duplicate Diploma Certificate Sheets Fees**

Rs. 350/- per certificate.

The above fees has to paid in Indian bank by taking online challan using following Indian bank link

<http://www.indianbank.in/links.php>

Select the option Department of Technical Education (DoTE) MultiUtility Payment – Students to take the online challan

### **4. VERIFICATION OF CERTIFICATES**

Diploma holders who are going abroad & the organizations employing diploma holders often seek genuineness / verification certificate for the mark sheets & diploma certificates issued by this department. The fee prescribed for the issue of Genuineness / Verification Certificate is as detailed below

Fee for verifying the mark sheets and certificates issued within a period of 10 years from the date of application (**per certificate**) — Rs. 200/-

Fee for verifying the mark sheets and certificates more than 10 years old from the date of application (**per certificate**) — Rs. 300/-

The above fees has to paid in Indian bank by taking online challan using following Indian bank link

<http://www.indianbank.in/links.php>

Select the option Department of Technical Education (DoTE) MultiUtility Payment – Students to take the online challan

## **5. CANCELLATION OF CERTIFICATES**

The Board of Studies and Examinations, by a resolution, can withdraw / cancel / withhold the marksheets, Provisional / Diploma Certificates already issued to a candidate on the following grounds

(i) for involvement of the candidate in any act of malpractice in the Board's examination such as impersonation, replacing the answer book / additional sheets of other candidates, conveying malpractice materials into the examination hall, helping other candidates for copying etc.

(ii) for writing the examination, illegally ; i.e., without the minimum required attendance, without eligibility to appear for the examination, without paying the examination fee, without getting the hall ticket from the Chairman's office etc

(iii) for not registering and appearing for any of the lower semester papers not yet passed by the candidate, leaving it as if he / she had already passed in that paper.

(iv) for sparing / giving his / her mark sheets / certificates to other persons for any kind of misuse / duplicating / forgery etc.

(v) for making any kind of unauthorized corrections in the certificates. The mark sheets / certificates issued, by mistake, to unsuccessful candidates will be cancelled when it is detected, without any prior notice or explanation. Ineligible candidates cannot claim to retain such certificates, on the simple ground that they had been already issued. The Principal of the institution, shall not issue such certificates to the ineligible candidates, but surrender them to the Chairman's office for cancellation. Getting back the issued certificates from such ineligible candidates will be the responsibility of the Principal concerned.