

ANNEXURE – VIII
APPLICATION FOR THE ISSUE OF DUPLICATE DIPLOMA
CERTIFICATE IN LIEU OF THE LOST

Diploma Certificate

1. Name of the Applicant (in CAPITAL LETTERS) in full as entered in the Mark sheets/Diploma Certificate issued by the Board (with address) :
2. Name of the Institution wherein he/she qualified for the award of Diploma Certificate. :
3. Name of the Course :
4. Elective Subjects (if any) :
5. Register number, Month and Year in which he/she secured a final pass :
6. Results of the final year Examinations (Class Secured) :
7. Serial Number of the original Diploma Certificate :
8. Particulars of fees remitted
 - (a) Amount Rs. :
 - (b) D. D. Number :
 - (c) Name of the bank from which the D.D. has been drawn :
9. Circumstances under which the original Diploma Certificate was lost. :
10. Steps or efforts taken by the applicant to recover the loss of Diploma Certificate :

DECLARATION BY THE APPLICANT

1. I hereby declare that the particulars furnished by me in this application form against columns from 1 to 10 are true and correct.
2. I hereby declare that the original Diploma Certificate issued to me by the Board has not been allowed to be misused by anybody and if it is recovered at a later stage, the same will be surrendered to the Chairman, Board of Examinations, DOTE, Chennai – 600 025, for cancellation.
3. And in case if the particulars furnished by me are found to be false or not true, I hereby abide to any disciplinary action against me by the Chairman, Board of Examinations, DOTE, Chennai – 600 025.

Signature of the Applicant

Note :

1. The candidate has to pay a fee of Rs. 300 (for the First time) / Rs. 600 (for the Second time) in the form of demand draft drawn in favour of Additional Director of Technical Education (Examinations) from any nationalized bank, Payable at Chennai.
2. The Original Certificate issued by the Police/Revenue Department regarding the loss/damage has to be enclosed with the application.
3. The Duplicate Diploma Certificate will be sent to the Institution concerned and will be issued to the candidate, after making necessary entries in the records.

CERTIFICATE FROM A GAZETTED OFFICER

I,.....hereby certify that the reason for the loss of Diploma certificate, as stated in column 9 of this application is true to the best of my knowledge.

Signature of Gazetted Officer

Designation:

Station:

Date :

Office Seal:

(Endorsement by the Principal of the Institution)

ENDT. No:

Certified that the particulars furnished by the applicant in Column No.1 to 10 of this application have been duly verified with reference to the records available in this Institution and found to be correct.

I recommend that a Duplicate Diploma Certificate in lieu of the lost Diploma Certificate may be issued to the candidate.

Signature of the Principal

Station :

Date :

Office Seal :