**Form M.01**

**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 |  |
| E-mail ID |  |
| **DETAILS OF IDENTITY PROOF ATTACHED (Self-attested xerox copy to be attached)** |
| 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 Duplicate Certificate(s) Required | Particulars Required | Amount |
|  | 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 | **Total Amount**  |  |
| Reference Number | Journal Number | Date of Payment |
|  |  |  |
| **DECLARATION** |
| * 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.* I file this declaration for the purpose of receiving duplicate certificate(s).
* 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.
* 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.
 |
|  |  |
| Countersigned by the Principal with Designation Seal | Signature of the Candidate |
| **FOR OFFICCE USE ONLY** |
| **File no : Verified by :** |
| **Remarks (if any) : Regional Officer-III** |

**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, Directorate of Technical Education, Chennai – 600 025**, 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 Challan
	+ Self-attested Photocopy of Aadhaar Card / Driving License / Voter ID Card
* Duplicate Certificate(s) are to be surrendered immediately 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, since its validity is until the receipt of Diploma Certificate.
* Fees as per existing rates are to be paid through **Indian Bank Multi-utility Challan** only. No other mode of payment will be accepted.
* **For generation of Multi-Utility Challan, visit Indian Bank’s Website:** [**http://www.indianbank.in**](http://www.indianbank.in/links.php) **> Useful Links>Online services >other Links >Department of Technical Education (DOTE) Multi-utility Payment–Students. Enter the Student name, Reg No and Duplicate fees details and confirm to generate the Challan. After generation of Multi-Utility Challan, 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.
* **Duplicate certificates shall be dispatched to respective colleges in 15 working days excluding day of submission in person or receipt of hardcopy at DOTE.**

**FEES TO BE REMITTED THROUGH INDIAN BANK MULTI-UTILITY CHALLAN**

|  |  |
| --- | --- |
| Type of Certificate | Amount per Certificate(in Rupees) |
| Duplicate Diploma Certificate | **450** |
| Duplicate Mark sheet (issued within 5 years) | **90** |
| Duplicate Mark sheet (issued before 5 years and upto 10 years) | **135** |
| **Duplicate Mark sheet (issued before 10 years)** | **180** |

\*Amount mentioned above is exclusive of Bank Charges.

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