**Form M.03**

**GOVERNMENT OF TAMIL NADU**

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**

 **APPLICATION FOR TRANSCRIPT/ATTESTATION**

|  |  |
| --- | --- |
| Register Number | Name of the Student |
|  |  |  |  |  |  |  |  |  |
| Course Code | Name of the Course |
|  |  |  |  |  |
| Institution Code | Name of the Institution |
|  |  |  |  |
| Complete Communication Address with Taluk/District/Pincode |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..District ………………………………………………………………………………………………………………………………………….……………………… PIN Code ………………………………………………………………………………………………… |
| Contact Mobile Number |  |
| Active E-mail ID |  |
| **DETAILS OF DOCUMENTS FOR WHICH TRANSCRIPT/ATTESTATION IS REQUIRED** |
| Tick () | Type of Certificate(s) | Particulars Required | Amount |
|  | Diploma Certificate | 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** |
| 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 with Date |
| **FOR OFFICCE USE ONLY** |
| **File no : Prepared by:** |
| **Transcript Type : WES/IQAS/Individual Verified by :** |
| **Remarks (if any) :**  **Regional Officer-III** |

**INSTRUCTIONS**

* Application should be made **only by the Candidate** in the prescribed format and should be sent to the below mentioned address through the institution in which the candidate is studying/studied.

 **The Chairman,**

**Board of Examination**

 **DOTE, 53-Sardar Patel Road**

 **Guindy, Chennai-25**

* For closed colleges the candidate’s can directly send to Chairman, Board of Examination
* Application received on behalf of the Candidate will not be entertained.
* Candidates shall attach Educational Verification Form (such as WES form), if required.
* The following enclosures are necessary:
	+ Photocopy of Documents for which Transcript / Attestation is needed (with one additional set for office records)
	+ Original Indian Bank Multi-Utility Challan
* **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 Transcript 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.
* **Transcript shall be approved in 15 working days excluding day of submission in person or receipt of hard copy to this office.**
* **Transcript request sent by email cannot be entertained.**
* **Transcript cannot be issued for Consolidated Mark sheet.**
* **For Candidates from Autonomous Polytechnic colleges, transcript shall be verified and approved only for Diploma Certificate.**

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

|  |  |  |
| --- | --- | --- |
| Type of Service | Period of Issue | Amount per Certificate(in Rupees) |
| Transcript / Attestation of* Diploma Certificate
* Provisional Diploma Certificate
* Mark Statements
 | Within 10 Years | **300** |
| More than 10 Years | **450** |

\*Amount mentioned above is exclusive of Bank Charges.

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