

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			
	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					
Reference Number		Journal Number		Date of Payment	
				Total Amount	
DECLARATION					
<ul style="list-style-type: none"> 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		

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 Chalan
 - Self-attested Photocopy of Aadhaar Card / Driving License / Voter ID Card
- Duplicate Certificate(s) are to be surrendered 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.
- Fees as per existing rates are to be paid through **Indian Bank Multi-utility Chalan** only. No other mode of payment will be accepted.
- For generation of Multi-utility Chalan, visit Indian Bank's Website: <http://www.indianbank.in/links.php> > Department of Technical Education (DoTE) Multi-utility Payment – Students. After generation of multi-utility chalan, 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.

FEES TO BE REMITTED THROUGH INDIAN BANK MULTI-UTILITY CHALAN

Type of Certificate	Amount per Certificate (in Rupees)
Duplicate Diploma Certificate	450
Duplicate Marksheet (issued within 5 years)	90
Duplicate Marksheet (issued before 5 years and upto 10 years)	135
Duplicate Marksheet (issued before 10 years)	180

*Amount mentioned above is exclusive of Bank Charges.
