

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 issued by the Board (with address) :
2. Name of the Institution where in he/she qualified for the award of Diploma Certificate. :
3. (a) Name of the Course :
(b) Elective (if any) :
4. Register number, month and year in which he/she secured a final pass :
5. Results of the final year examinations/class secured :
6. Serial Number of the original Diploma/Certificate :
7. Particulars of fees remitted :
(a) Amount :
(b) D. D. Number :
(c) Name of the bank from which the D.D. has been drawn :
8. Circumstances under which the original Diploma Certificate was lost. :
9. Steps or efforts taken by the applicant to recover the loss of Diploma /Certificate :

DECLARATION BY THE APPLICANT

1. I hereby declared that the particulars furnished by me in this application against columns 1 to 9 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 any body and that if it is recovered at a later stage, the same will be surrounded to the Chairman, Board of Examinations, 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, Chennai – 600025.

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 nationalised 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 issued to the candidate after making necessary entries in the records.