

**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									
<b>DETAILS OF IDENTITY PROOF ATTACHED (Self-attested xerox copy to be attached)</b>									
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									
Reference Number		Journal Number		Date of Payment		<b>Total Amount</b>			
<b>DECLARATION</b>									
<ul style="list-style-type: none"> <li>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.</li> <li>I file this declaration for the purpose of receiving duplicate certificate(s).</li> <li>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.</li> <li>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.</li> </ul>									
Countersigned by the Principal with Designation Seal					Signature of the Candidate				
<b>FOR OFFICE USE ONLY</b>									
<b>File no :</b>					<b>Verified by :</b>				
<b>Remarks (if any) :</b>					<b>Regional Officer-III</b>				

## 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> > 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	<b>450</b>
Duplicate Mark sheet (issued within 5 years)	<b>90</b>
Duplicate Mark sheet (issued before 5 years and upto 10 years)	<b>135</b>
<b>Duplicate Mark sheet (issued before 10 years)</b>	<b>180</b>

\*Amount mentioned above is exclusive of Bank Charges.

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