

**APPLICATION FOR THE ISSUE OF DULICATE DIPLOMA CERTIFICATE IN LIEU OF THE LOST OF THE
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. 510, Rudhraveni Muthuswamy Polytechnic College
Palappampatti, Udumalpet - 642128

- 3 a. Name of the Course

b. Elective (if any V Sem:
VI Sem:

- 4 Registration Number, Month and year in Which he / she secured a final pass.

- 5 Results of the final year examination / class secured

- 6 Serial Number of the Original Diploma Certificate

- 7 Particulars of fees remitted
 - a. Amount
 - b. DD Number
 - c. Name of the Bank from which the DD 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 misused by anybody and that if it is recovered at a later stage, the same will be surrounded to the Chairman, Board of Examination, 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 Examination, Chennai – 600 025.

Date:

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 The Additional Director of Technical Education (Examinations) from any nationalized 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.*

CERTIFICATE FROM A GAZETTED OFFICER

I hereby certify that the reason for loss of Diploma Certificates, as stated in Column 8 of this application is true to the best of my knowledge.

Signature of Gazetted Officer

Designation

Station :
Date :
Office Seal :

(Endorsement by the Principal of the Institution)

ENDT NO: RMPC/ / / /20 Dated:

Certified that the particulars furnished by the applicant in 1 to 7 of this application have been duly verified with reference to the records available in this Institution and found to be correct.

I recommended that a Duplicate Diploma Certificate in lieu of the lost Diploma Certificate may be issued to the candidate.

Signature of the Principal

Station :
Date :
Office Seal :