

For Duplicate Copy (Admit / Markshit / Certificate)

(Computer / Vocational)

To _____ Date : ____/____/20____

The Centre-in-Charge

(Name & Address of your DTI)

Sub :- Application to obtain a **DUPLICATE** Admit / Markshit / Certificate

Respected Sir,

With due respect I beg to state that I have LOST / DAMAGE my of

Course on ____ / ____ / 20____, the Intimation (in Original) to the

_____ Police Station about the
LOST / DAMAGE of the said Certificate is duly furnished herewith.

Please issue a DUPLICATE Admit / Markshit / Certificate on my favour.

I do confirming that I will bear the required Charges (if any) for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student : _____

Registration No. : _____

Course : _____

Session : _____ Contact No. : (L) _____

Mob. : _____ Centre Code : _____

Enclosed : 1. Police Report in ORIGINAL

Photocopies of the followings :

2. Student ID Card.

3. Aadhar Card.

For Office Use Only :

Application (in Original)

**Forwarded to the
DTI Group of Institute.**

**District for approval and
further proceedings.**

Signature of the Centre-in-Charge

Date: _____

Received Approval / Refusal

from the DTI _____

On _____

Proceed for necessary steps

On _____

DUPLICATE Admit / Markshit / Certificate

Received by

Full Signature of the Student

On _____

Informed to Student on

1. _____

2. _____

3. _____