

## **ISSUE OF DUPLICATE DIPLOMA CERTIFICATE**

The application form prescribed for the issue of Duplicate Diploma Certificate can be downloaded from the Web site. The Application should be recommended by the Principal in the format itself. Along with this application an Affidavit in Bond paper worth Rs.50/- with regard to the irrecoverable loss of the Certificate attested by First Class Judicial Magistrate under his seal and also the Chalan receipt of the fee remitted (Rs.300/-) should be enclosed. Affidavit issued by Notary Public will not be accepted.

On receipt of proper application as given above, steps will be initiated from this office to notify the loss of the Certificate in the Kerala Government Gazette. Duplicate Diploma Certificate will be issued after a period of one month from the date of publication of Gazette concerned.

In case the Certificate is damaged, the remnants available also must be produced along with application and Chalan receipt in which Affidavit is not essential. The above procedures will be followed for issuing Triplicate Diploma Certificate also.