

**DEPARTMENT OF TECHNICAL EDUCATION**

**APPLICATION FOR DUPLICATE MARKLIST**

1. Name of the Applicant :  
(In block letters)
2. Full address of the Applicant :
- 
3. Name of Parent/Guardian :
4. Date of Birth :
5. Name of Polytechnic College :
6. Particulars of examination for which duplicate Marklist is required :

Sl. No.	Register No.	Year & month of exam	Branch	Centre of Exam	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , year/semester
1					
2					
3					

7. Circumstance under which duplicate Marklist is applied for :
- A. If the original marklist is irrecoverably lost, produce Declaration of the candidate attested by a Gazetted Officer, detailing the circumstances under which it was lost :
- B. If the original marklist is damaged, give details and enclose its remnants. If remnants are not available, give reasons :
- C. If the original marklist was cancelled, give order No. and date of cancelling :
8. Has the applicant applied for a duplicate marklist earlier?, if so, give details :
9. Details regarding remittance of fees. :
- a. No. and date of Chalan :
- b. Amount :
- c. Name of Treasury :
10. Any other particulars required for the issue of duplicate marklist :

11.

**DECLARATION**

I.....(name).....

.....

.....(Address) hereby declare that the original marklist has not been allowed to be misused and if it is found or recovered at a later date, it will be surrendered to Controller of Technical Examinations, Kerala

Signature of Candidate .....

Name .....

**CERTIFICATE**

(To be issued by a Gazetted Officer)

12. Certified that the details furnished above are correct, and the marklists issued to the candidate was irrecoverably lost/damaged/cancelled. I recommend that, Duplicate marklist may be issued.

Signature .....

Name & Designation

Place:

Date:

**CERTIFICATE BY THE HEAD OF INSTITUTION**

13. Certified, I have carefully verified the particulars furnished above by the candidate are found correct. He/She may be issued a duplicate marklist.

Signature.....

(seal)

Name & Designation

Place:

Date: