



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[A state Open University Established by Government of Tamil Nadu,
Recognized by UGC & DEB, Member in Asian Association of Open
Universities & Association of Commonwealth Universities]

577, Anna salai, Saidapet, Chennai - 600015.

தொலைபேசி - 044 - 24306645

Web site: www.tnou.ac.in

APPLICATION FOR DUPLICATE CERTIFICATE(S) (For all Degree / Diploma Programmes)				
01.	Enrollment No:			
02.	Name of the Student:			
03.	Address: (Certificate will be despatched to the address available in University record. If any change of address contact Admission wing before applying for certificate 044-24306663)			
04.	Mobile No:			
05.	Duplicate Certificate(s) applied for:	<p style="text-align: right;">(Please ✓)</p> <p>01. Statement of Marks (1st /2nd / 3rd Year) (write month & year)..... <input type="checkbox"/></p> <p>02. Consolidated Statement of Marks <input type="checkbox"/></p> <p>03. BPP <input type="checkbox"/></p> <p>04. Programme Completion Certificate <input type="checkbox"/></p> <p>05. Provisional Certificate (The student eligible to apply before receiving Degree certificate only) <input type="checkbox"/></p> <p>06. Degree / Diploma Certificate <input type="checkbox"/></p>		
06.	Circumstances of which original Certificates was lost			
07.	Copy of Documents to be enclosed with clear image and Address	<p>Self attested any one of the following: Please ✓</p> <p>01. Aadhar Card</p> <p>02. Driving Licence</p> <p>03. Voter Identity Card</p>		
08.	Details of Fee Paid:			
	Demand draft / Challan No.	Date	Name of the Bank & Branch	Amount

Note: While applying Duplicate Certificate(s) the student should strictly follow the regulations and without filled in Sl.No.01 to 08 column in the application will be rejected.

Station:

Date:

Signature of the Applicant

Fee Details for Duplicate Certificates:

01. Statement of Marks	- Rs.200 each
02. Consolidated Statement of Marks	- Rs.500/-
03. Bachelor of Preparatory Programme (BPP)	- Rs.100/-
04. Programme Completion Certificate	- Rs.100/-
05. Provisional Certificate	- Rs.400/- (The student eligible to apply before receiving Degree Certificate Only)
06. Degree / Diploma Certificate	-Rs.1000/-

INSTRUCTIONS TO THE APPLICANTS

The applicant should strictly follow the regulations for the duplicate certificate as below:

Event	Document to be Enclosed
I. Loss of Certificate in post when sent by TNOU	An affidavit attested by the Notary Public in a Non-Judicial stamped paper of Rs.20/- about the non-receipt of the certificate referred to while in transit in post. <p style="text-align: center;">(Or)</p>
II. Loss due to the theft or causes other than those mentioned in the event	A. Particulars of Employment obtained using the concerned certificate. 01. An affidavit attested by the Notary Public in a Non-Judicial stamped paper of Rs.20/- to the effect that the concerned certificate has been irretrievably lost. 02. A copy of the Complaint lodged with the concerned Police Station by the Candidate. 03. A copy of FIR or Receipt issued by the Police for the acknowledgement of complaint lodged by the candidate for the loss of Original Certificate. 04. A Non-traceable Certificate from the Police that the loss of original degree certificate is not traceable and beyond recovery. 05. In case of Degree / Diploma Certificate, a notice about the loss of the certificate, issued in a leading Tamil / English Newspaper circulation in the District in which the certificate is reported to be lost. <p style="text-align: center;">(Or)</p> B. Self attested copy of any one of the following documents. 01. Aadhar Card 02. Driving Licence 03 Voter Identity Card
Loss / destruction of Certificate due to natural calamities such as fire, flood, tidal waves, earth quake, landslides, riots or civil commotion etc.	A Certificate about the loss of certificate issued by the Tahsildar or the Revenue Authority in charge of relief work.
<p>The fee for duplicate certificate can be paid through Demand Draft from any one of the Nationalised Banks in favour of "Tamil Nadu Open University" payable at Chennai.</p> <p>Incomplete applications and those without necessary documents will summarily be rejected without any prior notice.</p>	
Application form for Duplicate should be sent to:	The Controller of Examinations Tamil Ndu Open Universiy 577, Anna Salai, Saidapet Chennai - 600 015 For further Details: 044 -24306665