

FORM - G

GOVERNMENT OF GOA
BOARD OF TECHNICAL EDUCATION
Alto, Porvorim – Goa

APPLICATION FOR ISSUE OF DUPLICATE DIPLOMA CERTIFICATE

1. Name of the Student: _____
2. Address: _____
3. Telephone No.: _____
4. Institute where the student was studying: _____

5. Diploma Programme undergone: _____
6. Enroll. No.: _____
7. Month & year of passing: _____
8. Is the Diploma certificate spoils spoiled/lost: _____
9. If spoiled, attach spoiled Diploma Certificate.
10. Copies of document attached
 - a) Copies of Mark sheets of all semesters
 - b) Affidavit as per format supplied.

Date:

Signature of the candidate

Forwarding remarks from Institute:

Date:

Seal

Signature of the Principal

FOR OFFICE PURPOSE ONLY

Details of payment of Fees Rs.500/- + Search fee. Receipt No: Date: _____ Cashier	Duplicate diploma issued on Signature
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SAMPLE AFFIDAVIT
(TO BE SWORN ON NON-JUDICIAL STAMP PAPER FOR ISSUE OF DUPLICATE
DIPLOMA)

I _____ son/daughter of
_____ aged _____ year, married/unmarried,
resident of _____, do
hereby make solemn affirmation and state as under:

1. I say that I was a student of _____ (Institute Name) _____ for
a period from _____ to _____ and completed my diploma
_____ (Programme Name) _____ with enrolment
No. _____
2. I say that I was issued by Board of Technical Education diploma
certificate bearing No. _____ dated _____, which is
misplaced/lost/damaged.
3. I say that the said diploma certificate is misplaced/lost _____
(circumstances of loss) _____.
4. I say that I have lodged a police complaint on the loss and in spite of
my best efforts the certificate could not be traced/located.
5. I say that I am in need of a duplicate copy of the said diploma
certificate for the purpose of personal records.
6. I say that the affidavit is sworn in order to produce the same before
the concerned authorities for the purpose of obtaining duplicate
diploma certificate.
7. I say that I undertake to furnish the original certificate to the college
authorities/Board of Technical Education if the same is found
subsequently.
8. I say that I indemnify the college authorities against any loss, damage,
court proceedings litigation, claims, demand etc arising from the issue
of the duplicate certificate.
9. I say that whatever I have stated above is true to my own knowledge,
and the same hide nothing and no part of it is false.

Solemnly affirmed at _____ on this _____ day of _____ 20__

(DEPONENT)

