



# TAMILNADU COUNCIL FOR OPEN AND DISTANCE LEARNING

Accredited by International Council for Open & Distance Education (ICDE), Oslo, Norway

Internationally Accredited Institution Registered under Tamilnadu Govt Act

## APPLICATION FORM FOR ISSUING DUPLICATE MARK SHEET / CERTIFICATE

From

------(Full Name)

------(Address Line 1)

------(Address Line 2)

------(Tel.No)------(Mobile No)

To

The Controller of Examination

Tamilnadu Council for Open and Distance Learning

No:7, First Floor, Kundrathur Road, Porur,

Chennai-600116, Tamilnadu

Sir,

Sub: Requisition for Issue of Duplicate Certificate / Mark Sheet -Reg

I have passed the Tamilnadu Council for Open and Distance Learning Examination in \_\_\_\_\_ (Academic / Calendar) \_\_\_\_\_ (Year). The original mark sheet / certificate is lost / mutilated. I kindly request you to issue the Duplicate Mark Sheet / Certificate.

Sl.No	Name of the Candidate	Roll No	Enrolment No	Name of the Course
1.				

As required, I have enclosed herewith affidavit, duly notarized to enable you to consider my request for issue of Duplicate Mark Sheet / Certificate. I have also enclosed a Demand Draft with the following details. (Demand Draft in favour of Tamilnadu Council for Open and Distance Learning, Payable at Chennai with the fees of Rs.500/- per student)

SL.No	Name of the Bank	Demand Draft No	Dated	Amount
1.				

Place:

Yours Faithfully,

Date:

(Signature of Student)

**[TO BE EXECUTED IN Rs.20/- STAMP PAPER]**

**AFFIDAVIT**

I \_\_\_\_\_ (name of the candidate as per Mark Sheet) Son  
/Daughter of \_\_\_\_\_ aged \_\_\_\_\_ resident of

\_\_\_\_\_ do hereby solemnly state on oath as under:

1. whereas I was a bonafide candidate and appeared for TAMILNADU COUNCIL FOR OPEN AND DISTANCE LEARNING Examination and successfully completed the same by attending the Open Schooling / Certificate / Diploma in \_\_\_\_\_ conducted by \_\_\_\_\_ (Name of the Examination Centre)
2. whereas, I have lost / misplaced my mark sheet / certificate and the same could not be found or traceable with all my efforts.
3. whereas in the event of the said mark sheet / certificate is found, I undertake to return it to TAMILNADU COUNCIL FOR OPEN AND DISTANCE LEARNING
4. whereas I have not given and / or handed over the original mark sheet / certificate to any person / entity for any purpose and that I will not misuse the duplicate mark sheet / certificate issued to me.
5. whereas the above contents are true and correct to the best of my knowledge and belief and no part of it is false.

\_\_\_\_\_  
Signature & Seal Of Notary Public  
Date:

\_\_\_\_\_  
Deponent (Student)