



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

(Established by Government of Kerala)

Application for issue of Duplicate Certificate/Mark list for IHRD Courses

1. Name of the Applicant : (in Block letters as in SSLC)									
2. Sex [M/F/Other]:									
3. Date of Birth (as in SSLC) :									
4. a) Address for Communication :	b) Email id : c) phone :								
5. Institution at which the candidate studied :									
6. Name of the Course studied:									
7. Diploma/PG Diploma/Short term course:									
8. Month & Year of Admission and period of study									
Details required for Diploma/PG Diploma courses (Sl. No. 9 to 11)									
9. Name of Examination Passed:									
10. Year and Month of Examination:									
11. Register no. (write one digit in each box):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
12. Serial no. of Mark list/ Certificate issued.									
13. Reason for loss of Mark list/Certificate									
14. Whether the document irrecoverably lost or remnance produced?									
15. Details of documents produced to substantiate the loss. (Certificate from a Judicial officer not below the rank of a stipendiary Magistrate to be attached in case the Mark list/ certificate is irrecoverably lost.)									
16. Details of previous application for duplicate document, if any									
17. Details of Fee remitted:	a) Amount : b) DD No. : Date: / /20								

Declaration

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date:

Signature of the Applicant

Certified that the applicant was a student of this Institution and the details furnished above are correct as per admission/examination records.

Remarks/Recommendations:

Date:

Head of Institution

(Office Seal)