

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
THIRUVANANTHAPURAM – 14**

**APPLICATION FOR ISSUING DUPLICATE / TRIPLICATE MARKLIST /
CERTIFICATE FOR REGULAR / SHORT TERM COURSES UNDER IHRD**

(To be forwarded through the Head of the Institution studied)

1.	Name of the Candidate in full (In Block Letters)	:	
2.	Address with Pin code	:	
3.	Sex	:	
4.	Name of the Course studied	:	
5.	Centre at which Candidate had studied	:	
6.	Period of Study	:	
7.	Register No, Month and Year of appearance for Examination	:	
8.	Reason for loss of Mark list / Certificate	:	
9.	Whether irrecoverable lost / Remittance produced	:	
10.	Details of documents produced to substantiate the loss (Certificate from a Judicial Officer not below the rank of a Stipendary Magistrate to be attached in case the Mark list / Certificate is irrecoverably lost)	:	
11.	Whether applying for duplicate / triplicate Mark list / Certificate	:	
12.	Details of previous application if any	:	
13.	Details of fee remitted * (Amount, DD.No etc)	:	
14.	Specific remarks / recommendation of the Head of the Institution in which the candidate had studied	:	

*** The Fee for issuing duplicate / triplicate copy of the Mark list / Diploma IHRD Examination shall be ₹. 250/- and ₹. 500/- respectively. For issuing duplicate and triplicate copies of Training Certificate for Short term Training Programme, the fee shall be ₹. 100/- and ₹. 200/- respectively. The fee shall be remitted vide demand draft only, which shall be drawn in favour of the Director, IHRD payable at Trivandrum.**

DECLARATION

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

Station :

Signature of the Candidate

Date :

**Countersigned by Head of the Institution
(With Office Seal)**

Station :

Date :