



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**
PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 2615385, 2622584-85 FAX : 2640734

No:PSB/letter/Dup Dip/14/1331

Dated: 11.08.2014

To

The Principal,

All Affiliated Institutions Including Pharmacy

Subject: Guidelines for the issue of Duplicate Diploma Certificate-regarding

It has been observed that for quite sometime number of candidates have been approaching the Board's office with the non-genuine cases for the issue of Duplicate Diploma. The Institutes are directed to reinforce the guidelines outlined below:

- 1) The case should be properly forwarded by the Principal of the concerned institute. The Principal should state that the candidate was a bonafide student of the institute during the given tenure. And also quote the Serial Number of Original Diploma certificate issued previously.
- 2) Original copy of the DDR/FIR of the jurisdiction where the certificate was lost.
- 3) An undertaking by the candidate that I have lost the original certificate. If found he/she will not misuse it and submit the same to the Board's office.
- 4) A requisite fee of Rs.200/- either in cash or in the form of Demand Draft favoring Secretary, PSBTE& IT, Chandigarh
- 5) A candidate who has been issued a duplicate diploma once will not be issued the second time whatsoever the case.

Issued for strict compliance.

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Registrar 2/8
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