

Must Furnished in Triplicate

To _____ Date : ____/____/20____
The Centre-in-Charge
Dewan Dighi Youth Computer Training Centre
Dewan Dighi, Palitpur More,
Post – Mirzapur, Dist – Burdwan
Pin – 713102

Sub :- Application to obtain a **Duplicate Certificate.**

Respected Sir,
With due respect I beg to state that I have LOST / DAMAGE my *Certificate*
of _____
Course on ____/____/20____, the intimation (in ORIGINAL) to the
_____ Police Station about the
LOST / DAMAGE of the said Certificate is duly furnished herewith.
Please issue a DUPLICATE CERTIFICATE on my favour.
I do confirming that I will bear the required Charges (*if any*) **for the same.**
Please take necessary steps infavour.
Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student : _____
Registration No. : _____
Course : _____
Certificate No. : _____
Session _____
Contact Phone Nos. (Land Line) _____
(Mobile) _____

Enclosed : 1) Police Report in ORIGINAL

Photocopied of the followings :
2) Student ID CARD
3) *Transcript / Certificate* of all relevant courses

For Office Use Only

**Application (in Original)
Forwarded to the
District Youth Officer**

**District for approval and
further proceedings.**

**Signature of the Centre-in-Charge
Date : _____**

Received Approval / Refusal

**From the DYO _____
On _____**

**Proceed for necessary steps
On _____**

**DUPLICATE Certificate
Received by**

**FULL Signature of the
Student**

On _____

Informed to Student on
1) _____
2) _____
3) _____