

**Must Furnished in Triplicate**

To \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_  
The Centre-in-Charge  
(Name & Address of your IASYC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)

SPONSORED BY

Name of the Student : \_\_\_\_\_

Registration No. : \_\_\_\_\_

Course : \_\_\_\_\_

Session : \_\_\_\_\_ Contact No. : (L) \_\_\_\_\_

Mob. : \_\_\_\_\_ Centre Code : \_\_\_\_\_

**Enclosed :** 1. Police Report in ORIGINAL

**Photocopies of the followings :**

- 2. Student ID Card.
- 3. Transcript / Certificate of all relevant courses.

**For Office Use Only :**

**Application (in Original)  
Forwarded to the  
IAS Youth Computer**

**District for approval and  
further proceedings.**

\_\_\_\_\_  
**Signature of the Centre-in-Charge**

Date: \_\_\_\_\_

**Received Approval / Refusal**

**from the IASYC** \_\_\_\_\_

**On** \_\_\_\_\_

**Proceed for necessary steps**

**On** \_\_\_\_\_

**DUPLICATE Certificate**

**Received by**

\_\_\_\_\_  
**Full Signature of the Student**

**On** \_\_\_\_\_

**Informed to Student on**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_