



# West Bengal State Council of Technical and Vocational Education and Skill Development

(A Statutory Body under West Bengal Act XXVI of 2013)

## Technical Education Division

[Erstwhile West Bengal State Council of Technical Education]

Karigori Bhavan, 4th Floor, Plot No. B/7, Action Area – III, New Town, Rajarhat, Kolkata – 700160

### Form of application for Duplication

To  
The Senior Administrative Officer (Examination)  
West Bengal State Council of Technical & Vocational Education and Skill Development

Sir,

I beg to state that, I have lost/damaged the following documents related to diploma course that I have studied. Therefore I request you to kindly issue duplicate copy/copies on behalf of West Bengal State Council of Technical & Vocational Education and Skill Development (Technical Education Division) in my favour. The particulars are given below:

1. Name (in Capital Letter) :
2. Father's Name (in Capital Letter) :
3. Contact No:
4. Course Name :
5. Year of Admission :
6. Registration Number :
7. Examination Roll Number (Final Semester) :
8. College / Institute Name :
9. Year of Passing :
10. Communication Address :
11. Details Of SBI Collect Payment : E-Receipt No. .... Dated .....
12. Duplicate Document required :

Self Attested  
photograph

Document Related	Requirement
Admit card	Required: Yes / No Semester : 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> / 6 <sup>th</sup>
Registration certificate	Required: Yes / No
Marksheet	Required: Yes / No Semester : 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> / 5 <sup>th</sup> / 6 <sup>th</sup>
Pass certificate	Required: Yes / No

Thanking You,

Yours faithfully,

(Full Signature of The Candidate )

Encl: 1) Submit original General Diary (GD).

2) Submit original form for duplicate and SBI Collect Payment.