

## **CIRCULAR**

Sub:- Circular detailing the Procedure for applying for Duplicate Certificate, Correction in Certificate & Re-Despatch of the Certificate.

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No: ASAP/QLTY.PM-2/1746/2016

Dated, 21.11.2017

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*Read:-*

**Subj :** Circular detailing the Procedure for applying for Duplicate Certificate, Correction in Certificate & Re-Despatch of the Certificate.

### **1. Duplicate Certificate**

Application for duplicate certificates should be submitted by the students in the prescribed format following the link in ASAP website. Details of the student appeared for the Examination, the reason for applying for a duplicate certificate, an affidavit solemnly affirmed by the candidate and counter-signed by a Gazetted Officer or Notary Public and a scanned copy of the fee remittance challan should be uploaded along with the application. In case the certificate is damaged, the scanned copy of the damaged certificate has to be uploaded along with the application. Affidavit format is attached as Annexure 1. Candidates should remit the fees into the ASAP Account (*Account Name: Additional Skill Acquisition Programme, Account Number – 67191394666, Bank Name: SBI, Thiruvananthapuram city branch, IFSC Code: SBIN0070028*). Details of fees to be remitted is as below.

**Transcript Charges:- Rs. 500/- (Rupees Five Hundred only ) per certificate.**

**Handling & Postal Charge :- Rs. 100/- (Rupees One Hundred only) per certificate.**

Applications for the issue of duplicate certificates will be processed based on the above information.

### **2. Name Correction**

Students requiring a correction of their names in their certificates issued by Additional Skill Acquisition Programme (ASAP) shall submit the application along with the attested copy of their SSLC mark list via ASAP website. Candidates should remit the fees in ASAP Account (*Account Name: Additional Skill Acquisition Programme, Account Number – 67191394666, Bank Name: SBI, Thiruvananthapuram city branch, IFSC Code: SBIN0070028*). Details of fees to be remitted as below.

**Transcript Charges:- Rs. 500/- (Rupees Five Hundred only ) per certificate.**

**Handling & Postal Charge :- Rs. 100/- (Rupees One Hundred only) per certificate.**

### **3. Redespatch of the certificate**

Certificates once despatched from the ASAP HQ are returned by the India Post if the certificate is not received by the student or due to wrong postal details entered in the MIS. On receipt of

the certificate at HQ, reverted by India Post, an SMS will be sent to the student's mobile number registered in the MIS. Students have to remit Rs. 100/- as a transcript charge in ASAP Account (*Account Name: Additional Skill Acquisition Programme, Account Number – 67191394666, Bank Name: SBI, Thiruvananthapuram city branch, IFSC Code: SBIN0070028*) for resending the certificate and apply via ASAP MIS.

**P.S : For all the above cases, the applicant will have to scan and upload a copy of the challan into their MIS as proof of payment.**

*Sd/-*

Dr. Sriram Venkitaraman IAS  
Chief Executive Officer

Annexure – 1  
(Sample copy of Affidavit)

**AFFIDAVIT**

I, \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly

affirm and state on oath as under :

1. That I appeared for the Final Assessment of the Course  
\_\_\_\_\_ offered by  
\_\_\_\_\_(Trainer Service Provider) with MIS  
No: \_\_\_\_\_
2. That my certificate of the said examination is/are misplaced/lost/stolen and  
cannot be traced despite of my best for the reason/s mentioned below:  
a) \_\_\_\_\_  
b) \_\_\_\_\_
3. That I am swearing this affidavit in order to produce the same before the  
Assessment & Certification Division, Additional Skill Acquisition Programme  
on request for obtaining duplicate certificate.
4. That in the event the lost document/s is/are found, I hereby agree and  
undertake to surrender the same to Assessment & Certification Division,  
Additional Skill Acquisition Programme

**VERIFICATION**

I, \_\_\_\_\_ (full name) on solemn  
affirmation and oath state that all the facts stated in paragraphs 1 to 4 are true to the best of my

knowledge and belief and nothing is false or concealed. The contents being proper, I swear  
this affidavit.

Solemnly affirmed at \_\_\_\_\_ on \_\_\_\_ day of \_\_\_\_\_ 20

Name of Deponent

Before me.