



**DUPLICATE MARKSHEET / CERTIFICATE GUIDELINES**

Please follow the under mentioned procedure/ guidelines for issuance of NCHM Duplicate mark sheet:

1. Fill up the prescribed duplicate mark sheet/Certificate application form attached and send it to us with the following documents:
  - a) Scanned copy of the Duplicate mark sheet request form.
  - b) Scanned copy of FIR.
  - c) Scanned copy of Payment details.

Send us the duly filled application form along with the necessary documents to [drs-nchm@nic.in](mailto:drs-nchm@nic.in) and [adt-nchm@nic.in](mailto:adt-nchm@nic.in) only.

2. **Duplicate marksheet:** The fee for duplicate mark sheet/Certificate would be applicable as under:

<b>Particulars</b>	<b>Fee (in rupees)</b>
Duplicate Mark sheet (for all courses except M.Sc. in HA)	400/- per mark sheet
Duplicate Certificate issued by NCHMCT	500/- per certificate
Postage charges International	1,500/- per copy
Postage charges domestic	50/- per copy

3. **Payment mode:** The fee needs to be credited to Council's account through online mode/ NEFT only as per details mentioned in duplicate mark sheet/Certificate Application form attached.

4. **Please note:**

- Duplicate mark sheet will not be issued if documents are incomplete.
- Duplicate mark sheet will be issued within 30 working days from the date of receiving application with all required documents & complete payment.
- Ensure all the scanned copies are clear and legible.
- **Fee once paid will not be refunded.** Please ensure your documents are complete in all respect before applying for duplicate mark sheet/Certificate.

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**DUPLICATE MARKSHEET / CERTIFICATE APPLICATION FORM**

APPLIED FOR :

MARKSHEET

CERTIFICATE

Candidate Name (IN CAPITAL – as per mark sheet) \_\_\_\_\_

NCHMCT Roll No: \_\_\_\_\_ Institute/College Name: \_\_\_\_\_

Degree/Diploma awarded: \_\_\_\_\_

Batchyear(s): \_\_\_\_\_ Mobile No: \_\_\_\_\_

Dispatch Address: (on which Duplicate mark sheet needs to be sent):

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

Amount paid: \_\_\_\_\_

Transaction details with UTR No: \_\_\_\_\_ dated \_\_\_\_\_

(Attach proof of payment i.e. Screenshot)

**(Note: Amount is to be credited to Saving Bank A/c No. 2886101000127,  
Account Holder Name: National Council for Hotel Management & Catering Technology, NOIDA,  
Bank Name: CANARA BANK, Branch address: 1A/40, H BLOCK, SECTOR-63, NOIDA (U.P)- 201301,  
IFSC- CNRB0002886, MICR Code:110015178)**

\_\_\_\_\_  
Candidate signature & date

**FOR OFFICE USE ONLY**

a) The particulars of the candidate have been verified and found correct.

\_\_\_\_\_  
Verified by AD(T) with date

b) The amount of rupees \_\_\_\_\_ have been received from the candidate vide Receipt  
No. \_\_\_\_\_ Dated \_\_\_\_\_.

\_\_\_\_\_  
Accountant signature & date