

Telegraphic Address : "SECTECHBOARD LUCKNOW"  
"SECTECH BOARD"

Ph. : 2466233

FROM

THE SECRETARY,  
BOARD OF TECHNICAL EDUCATION,  
UTTAR PRADESH, LUCKNOW.

To

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

Dated, Lucknow \_\_\_\_\_, 20

No. B.T.E. See-5/Dip./.....

Reference : His letter, dated \_\_\_\_\_, 20, regarding  
unclaimed Diploma/Certificate his attention is invited to items 1 to 8 noted below :

His attention is invited to item \_\_\_\_\_ of the procedure noted below :

Enclosures :

For Secretary,

Fee for Diploma/Certificate not claimed within three years from April 30 of the year in which examination was held is Rs. 5 for each examination

Foot note- 1. The application alongwith the fee shall be made through the proper channel (The head of the Institute last attended) to the Secretary of the Board. The applicant is further required to furnish an affidavit on a stamped paper duly attested by the First Class Magistrate or Notary giving valid reasons for not claiming the Diploma/Certificate within three years of the examination held duly attested by a Gazetted Officer.

**Procedure for obtaining unclaimed Diploma/Certificate.**

1. The application for obtaining unclaimed Diploma/Certificate with valid reasons should be made by the candidate in the prescribed form to be obtained from the Secretary of the Board. The application should be submitted to the Secretary through the Head of the Institution last attended by the candidate.

2. The application should always be accompanied by an affidavit giving valid reasons for not obtaining the Diploma/Certificate within three years of the examination duly attested by a Gazetted Officer an executed in the following language by the candidate himself, If the candidate is 20 years of age or less, the affidavit shall be executed by his father (if he is alive) or by his guardian (in case father is not alive). In other case the candidate shall be required to duly affirm the affidavit.

(SAMPLE)

**Language for the Affidavit**

I (Name in full) \_\_\_\_\_  
son of \_\_\_\_\_, solemnly  
declare on oath that I have really not obtained the Diploma/Certificate of the Board's Examination, of 20  
\_\_\_\_\_, Roll no. \_\_\_\_\_ and that it is my true statement. I have passed the  
Examination from \_\_\_\_\_ (school)

I am a national of India and my age is above 20 years.

(1) Signature of the applicant \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_, 20

3. Under instructions from the Stamp Department of this State :

(i) The affidavit should be written on non-judicial (General) stamp sheets of the value of Rs. 4.50 bearing the word "Uttar Pradesh", Court-fee or any other kind of stamp should not be used for the payment of this fee. While executing the affidavit document should be spread out on all the sheets used and no stamp sheet should be left blank.

The affidavit should be attested by First Class Magistrate or a Notary and should bear the seal of the Court showing clearly that the attesting Officer is a Magistrate or a Notary, as the case may be.

(ii) Affidavits received from any place in India outside Uttar Pradesh if executed on non-judicial (General) stamp sheet of Rs. 4.50 will be accepted as properly stamped. If, however, such affidavits bear no duty at all or lesser stamp duty than Rs. 4.50 the full duty of Rs. 4.50 or the difference, as the case may be, shall have to be made good by the candidate concerned.

(iii) In case the affidavit is attested by the Notary, an additional Notarial Stamp of Rs. 3.50 must be pasted on the affidavit.

4. The fee for obtaining unclaimed Diploma/Certificate is Rs. 100.00 (in Indian money) in respect of each Diploma/Certificate and is payable in the following manner. :-

(a) in the case of candidates residing in this State (U.P.) the fee should be credited into a Government Treasury under Head—

"0202—शिक्षा खेलकूद कला और संस्कृति

02—तकनीकी शिक्षा

800—अन्य प्राप्तियां

03—परीक्षा शुल्क

and in the column of "Full particulars" in the treasury challan it should be stated "Fee for obtaining unclaimed Diploma/Certificate for ..... Examination of 20 ..... In this connection particular attention is drawn to "special instruction for Depositing Fee" printed below. Candidates are required to act accordingly.

**Special Instructions for depositing fee for obtaining unclaimed Diploma-Certificate**

Please note that consequent on the re-organization of Treasuries in Uttar Pradesh *Vide*, G.O. no. A-1-55-71/X-5(29)-57, dated February 1, 1958, the practice of passing challans by Treasury Officers before the actual deposit of money in any Branch of the State Bank of India throughout the Uttar Pradesh has been dispensed with in all the districts where the system of Banking Treasury exists. Now the responsibility of checking the "Head of Account" entered in the treasury challans and passing order to the Bank has been left to the Department concerned in the account of which the money has to be credited.

Therefore, before presenting the treasury challans to the Bank for actual deposit of the fee for obtaining an unclaimed Diploma/Certificate the challans duly filled in and signed by the candidates will be presented to the Heads of the Institutions concerned who will check the amount of fee and the Head of Account to which the money is to be credited and sign the challans in the last column "Order to the Bank" and put his/her office seal.

The procedure given above should be followed by the candidates applying for obtaining the unclaimed Diploma/Certificate.

(h) In the case of candidates from outside this State the fee should be sent by Bank Draft, Under no. circumstances the fee should be sent in currency notes or by money orders or in postage stamps.

5. The application Form, the affidavit and the treasury challan of Rs. 5 should be presented to the Head of the Institution concerned who should satisfy himself that the applicant is really the person to whom the Diploma/Certificate is to be issued.

6. The Head of Institution should then send to this office (1) the affidavit, (2) the treasury challan, and (3) the application form of the candidate with the certificate given and signed by him on the application it self exactly in the following words (as printed on the application form)

"I am satisfied that the applicant is really the person to whom the Diploma Certificate has to be issued."

7. Diploma/Certificate cannot be issued to the candidates in the office of the Board.

8. (a) The affidavit should be endorsed by the Magistrate of First Class power or the Notary only. The First Class Magistrate or Notary may be of this State (U.P.) or of the place at which the candidate is residing. The phrase "Magistrate First Class" must be written below the signature of the Magistrate. There should also be affixed the seal of his Court. Similarly the phrase "Notary" must be written below the signature of the Notary. There should also be affixed official seal.

(b) The Certificate of the Head of the Institution should bear his signature legibly.

(c) The name of the candidate on the affidavit should be given in full. The name, the roll number and the year of passing the examination should tally with that written in the marksheet originally issued to him by the Board.

Then the Diploma/Certificate of the candidate will be sent to the Head of Institution to be issued to the candidate,

*Special Instructions*

1. The candidate should read the instructions very carefully before filling the affidavit. In case there is any discrepancy or omission in the affidavit, it will be returned, and candidates will be required to submit a fresh affidavit on a non-judicial (General) Stamp Sheet of Rs. 4.50 duly attested by the "First Class Magistrate" or "Notary" after removing the discrepancy.

## APPLICATION FOR OBTAINING THE UNCLAIMED DIPLOMA CERTIFICATE

To,

THE SECRETARY,  
BOARD OF TECHNICAL EDUCATION,  
UTTAR PRADESH

SIR,

I beg to state that the Diploma/Certificate in .....(Course) of the Lucknow Board's Examination, 20..... has not been taken by me as yet. Kindly issue the same to me. My full particulars are as under. I am living at present in .....

1. Full name .....
2. Father's name .....
3. Date of Birth .....
4. Roll no. ....
5. Name of Examination .....
6. Year in which passed ...../Name of course .....
7. Age ..... years ..... months.

2. The followign papers are attached as required under the rules :

(i) Treasury Challan no. ...., dated ..... for Rs. 100.00 paid at ..... Treasury/Bank duly credited under the of Head

"0202-शिक्षा खेलकूद कला और संस्कृति

02-तकनीकी शिक्षा

800-अन्य प्राप्तियां"

03-परीक्षा शुल्क

or

Bank Draft order no.....dated.....

.....for Rs. 5 only payable to the Secretary, Board of Technical Education, U.P., at Lucknow.

(ii) Affidavit on a stamped paper of Rs. 4.50 endorsed by a Magistrate of First Class or Notary of -----District.

Signature of Candidate-----

Name -----

Present Address -----

Dated ----- 20

**For use in the office of the Head of Institution**

No. ....

Date .....20

forwarded to the Secretary, Board of Technical Education, Uttar Pradesh, Lucknow. I am satisfied that the applicant, ..... is really the person who passed the (Name of Examination) ..... in the year ..... with roll no. .... from this Institution.

My comments regarding the Diploma/Certificate of the candidate are as follows :-

Comments

1. Is the Diploma/Certificate of the candidate in your institute  
If so, it should be enclosed .....
2. Has the Diploma/Certificate been issued to the candidate ?  
to whom it was issued and mention the date of issue .....
3. Had the Diploma/Certificate been returned to this office?  
If so, give the letter number and date .....
4. In case the Diploma/Certificate has not been issued to the  
candidate, neither it is traceable in your office, please give  
your comments after making complete enquiry. ....

Signature of the Head of Institution,-----

Seal of the Institution.

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date 2 13 Pra. Shiksha Pari