

GOVERNMENT OF TELANGANA

THE FOLLOWING IS THE PROCEDURE FOR OBTAINING DUPLICATE DIPLOMA CERTIFICATE, DUPLICATE MEMORANDUM OF MARKS & DUPLICATE INTERNSHIP MARKS MEMO

1. Request application by the individual duly forwarded by the concerned School of Nursing in which the candidate has completed the GNM training course.
2. Challan for an amount of Rs. 5,000/- for duplicate diploma certificate & Rs.1,000/- per each year for duplicate Memorandum of Marks and Rs. 500/- for Internship Marks memos i.e., for 3 ½ years Rs.3,500/- has to be paid in favor of the following Head of Account:

0210 - Medical & Public Health

03 - Medical Education Training & Research

105 - Allopathy

SH (81) – Other receipts

001 - Other receipts

D.D.O. Code : 25000902022

Bank Address: **State Bank of Hyderabad
Opp Chermas, Abids, Hyderabad**

3. Police Verification Certificate from the police station authorities where the certificate were misplaced.
4. Self Affidavit on Rs.10/- non-judicial stamp paper duly attested by the Notary.
5. Xerox copies of the diploma certificates/ Memorandum of Marks.