

## **Procedure for issue of duplicate Certificate of DAESI:**

1. The candidate should submit the duly filled in application form for issuance of Duplicate Certificate.
2. Along with the Application the following documents have to be enclosed:
  - a. An affidavit in a prescribed proforma on Non-Judicial stamp paper worth of Rs.50/- to be attested by Notary / 1<sup>st</sup> Class Magistrate.
  - b. Evidence of proof to undergone DAESI program.
  - c. Aadhar number of the candidate (copy to be enclosed).
  - d. Two Passport size photos
  - e. Demand Draft of Rs.1000/- drawn in favour of “MANAGE” payable at Hyderabad.
  - f. If the damaged DAESI certificate is available with details of I.D. Number, Name of the Candidate, Father’s name and year of examination are legible, it may be sent to this office along with the application, in such cases affidavit not required.

**The filled in Application form along with the above documents has to be sent to the following address:**

**The Deputy Director (OSPM),  
National Institute of Agricultural Extension Management (MANAGE),  
Rajendranagar, Hyderabad – 500 030  
Telangana State.**

**Application for Issue of Duplicate DAESI Certificate**

1	Name of the applicant (in block letters)	:	
2	Address of the applicant	:	
3	Father's Name	:	
4	Centre through which the applicant appeared for DAESI exam and passed	:	
5	The Year of the Examination and I.D No. with which the applicant appeared for DAESI	:	
6	Reasons for Issue of Duplicate certificate for DAESI	:	
7	Whether, damaged DAESI Certificate is available if so please enclose	:	
8	<b><u>IF LOST:</u></b> Whether an affidavit regarding the loss of the original DAESI certificate beyond recovery attested by 1st Class Magistrate or Notary is attached	:	
9	Whether the DD drawn in favour of MANAGE for an amount of Rs.1000/- towards fee for obtaining a Duplicate DAESI certificate is enclosed (Name of the Bank, DD No & Date to be mentioned)	:	

**DECLARATION**

I, \_\_\_\_\_ do hereby declare that my original DAESI Certificate bearing I.D.No. \_\_\_\_\_ has been lost. I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

**SIGNATURE OF THE CANDIDATE**

**NOTE:** The furnishing of inaccurate or false particulars will entail, besides withholding of the duplicate DAESI certificate, such disciplinary action as may be called for or deemed fit by the Competent authority of MANAGE, Hyderabad.

**AFFIDAVIT**

I, ..... Son / Daughter of ..... aged  
..... years Occupation ..... Resident .....  
..... on solemn oath and  
affirmation state as under.

1. That I have completed DAESI program in the Year ..... with I.D.No. ....  
at DAESI Centre / NTI ..... State .....
2. That the original certificate issued to me by National Institute of Agricultural Extension  
Management (MANAGE), Hyderabad has been lost by me while .....  
(reasons) and in spite of my best efforts I am unable to trace it and beyond recovery.
3. That I am in need for a duplicate copy of the said certificate for ..... (purpose).  
I am hereby making the above declaration as required.

DEPONENT

“SWORN BEFORE ME”

1<sup>st</sup> CLASS MEGISTRATE OR NOTARY

OFFICIAL SEAL