

डॉ. शहाजी फंड

सहायक निदेशक (पशुपालन विस्तार)
अलाइड विस्तार प्रबंध केंद्र



Dr. Shahaji Phand

Assistant Director (Vety. Extension)
Centre for Allied Extension
Management

MNG-20/CAD-196/2019

30.06.2021

Dear Nodal Officer,

Greetings from MANAGE.

Sub: Procedure for Issue of Duplicate Certificate of AC&ABC - reg.

As suggested by Director General, for **issue of Duplicate Certificate**, the candidate should submit the duly filled in application form along with supporting documents in given format and same may be sent to MANAGE.

Procedure to be followed and Application Form are attached herewith.

Encl: 1. Procedure for issue of Duplicate Certificate of AC&ABC with Application Form and Affidavit Form

With kind regards,

Yours sincerely,

(Shahaji Phand)
Principal Coordinator AC&ABC

To

AC&ABC NTIs

राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030 टी.एस. भारत)

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)

(An Organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad - 500 030. T.S. India

Phone : +91 (40) 24016706 (Ext. 228), +91-7095779988

Web : www.manage.gov.in, E-mail : balraje.shahaji@manage.gov.in, shahajiphand@rediffmail.com

Procedure for issue of Duplicate Certificate of AC&ABC

1. The candidate should submit the duly filled in application form for issuance of Duplicate Certificate.
2. Along with the Application the following documents should be enclosed:
 - a. An affidavit in a prescribed proforma on Non-Judicial stamp paper worth of Rs.50/-to be attested by Notary / 1st Class Magistrate.
 - b. Evidence proof of undergone AC&ABC training program e.g. ID number, Duration of program
 - c. Recommendation Letter from Nodal Training Institute (NTI)
 - d. Aadhaar number of the candidate (copy to be enclosed).
 - e. Demand Draft of Rs.1000/- drawn in favour of "MANAGE" payable at Hyderabad or RTGS/ NEFT to MANAGE - AC&ABC Account (*Details of account)
 - f. If the damaged AC&ABC certificate is available with details of I.D. Number, Name of the Candidate, Name of the NTI and duration of undergone training program can be accepted, the same along with the application form, may be sent to MANAGE. In such cases affidavit may not be required.
3. Digital passport size photo should be send to acabc-manage@manage.gov.in / acabc.manage2019@gmail.com

***Details of MANAGE AC&ABC Account:**

Beneficiary Name: Agri Clinics & ABCC MANAGE
SB Account No: 52032213303
MICR Code: 500002348
RTGS/NEFT Transfer Code: SBIN0020074
SBI, Rajendranagar
Hyderabad-500030

The filled Application form along with the above documents should be sent to the following address:

**Principal Coordinator
Agri-Clinics and Agri-Business Centres (AC&ABC) Scheme
National Institute of Agricultural Extension Management (MANAGE),
Rajendranagar, Hyderabad – 500 030,
Telangana, India**

Application for Issue of Duplicate AC&ABC Certificate

1	Name of the applicant (in block letters)	:	
2	Address of the applicant	:	
3	Father's Name	:	
4	Name of the NTI	:	
5	The duration of the training completed and I.D No. with which the applicant appeared for AC&ABC training program	:	
6	Date of submission of Digital passport size photo	:	
7	Reasons for Issue of Duplicate certificate for AC&ABC	:	
8	Whether damaged AC&ABC Certificate is available (if so, please enclose)	:	
9	<u>IF LOST:</u> Whether an affidavit regarding the loss of the original AC&ABC certificate against the recovery attested by 1 st Class Magistrate or Notary is attached	:	
10	Whether the DD drawn in favour of MANAGE for an amount of Rs.1000/- towards fee for obtaining a Duplicate AC&ABC certificate is enclosed (Name of the Bank, DD No & Date to be mentioned) In case RTGS/ NEFT to MANAGE - AC&ABC Account (UTR No. and Date to be mentioned)	:	

DECLARATION

I, _____ do hereby declare that my original AC&ABC 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 AC&ABC 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 of Years Occupation
..... Residents on solemn oath
and affirmation state as under.

1. That I have completed AC&ABC training program from to with
I.D. No. at AC&ABC 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 mentioned certificate for
(Purpose).

I am hereby making the above declaration as required.

DEPONENT

"SWORN BEFORE ME"

1st CLASS MEGISTRATE OR NOTARY

OFFICIAL SEAL