



Application for Issue of Duplicate Mark Sheet

(To be filled in BLOCK LETTERS)

S. No.	Particulars	
1.	Register Number	
2.	Name of the Candidate	
3.	Degree	
4.	Branch of Study	
5.	Period of Study	
6.	a) Semester(s) for which Duplicate Mark Sheet is required	
	b) If applying for Consolidated Statement of Marksheet, month and year of last appearance in which qualified for degree	
7.	Reason for Applying Duplicate Mark Sheet	
8.	Brief Explanation (if lost/damaged)	
9.	Documents Attached	
10.	Fee Paid :	Rs.
11.	Receipt Number with Date	

Declaration by the Applicant

I hereby declare that the above information is true to the best of my knowledge. I understand that if any information is found to be false, my application will be rejected and disciplinary / legal action may be taken.

Date :

Signature of the Candidate :

Mobile No :

Email ID :

Forwarded By

Signature of Class Teacher with Name

Signature of Head of the Department with Name

For Office of the Controller of Examinations

Application No :

Date of Receipt :

Verified By :

Signature :

Approved / Not Approved (Strike off whichever is not applicable)

Remarks :

For Principal's Office

MS No :

FO No :

Date of Issue : / /

Signature of DCoE

CoE

Principal

Note: In case of loss of mark sheet, FIR/CSR copy is mandatory.

Encl :

1. Affidavit stating loss of the mark sheet
2. Copy of Police FIR / CSR (mandatory in loss / theft cases)
3. Damaged Mark Sheet (if applicable)
4. ID Proof (Aadhaar / College ID / Driver's License)
5. Fee Receipt

AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE

(To be executed on ₹20 non-judicial stamp paper and duly notarized)

I, **Mr./Ms.** _____, Son / Daughter of **Mr./Mrs.** _____,
aged _____ **years**, residing at _____

do hereby solemnly affirm and state as follows:

1. That I am a bonafide student of _____ **College**, studied in the programme _____ under Register Number _____.
2. That I have completed the above programme during the academic year _____.
3. That my original **Mark Sheet / Degree Certificate / Provisional Certificate** issued by the college / university for
Semester / Degree: _____
Examination held in **Month & Year:** _____
has been **lost / damaged / destroyed**.
4. That I have made sincere efforts to trace the said certificate but could not find the same.
5. That I have lodged a complaint with the local police station and the **FIR / CSR No.** _____ **dated** _____ has been registered regarding the loss of the above certificate.
(Applicable only in case of loss)
6. That the said certificate has not been misused or pledged or handed over to anyone.
7. That I assure that if the original certificate is found at any point of time after the issue of duplicate, I shall surrender the same immediately to the Office of the Controller of Examinations.
8. That I hereby request the Controller of Examinations to kindly issue me a duplicate copy of the above certificate.

I solemnly affirm that the above facts are true and correct to the best of my knowledge, belief and information.

Place: _____

Date: _____

Signature of the Deponent

Attestation

Sworn and signed before me on this _____ day of _____ 20____ at _____.

Signature & Seal of

Notary Public / Oath Commissioner

Enclosures:

1. Copy of Police FIR / CSR (for loss cases)
2. Copy of ID Proof
3. Copy of Fee Receipt