



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**APPLICATION FOR ISSUANCE OF**  
**DUPLICATE COPY OF CERTIFICATE**

Put " ✓ " in the appropriate box

- |   |                                     |                          |
|---|-------------------------------------|--------------------------|
| 1 | Marks / Grade Sheet                 | <input type="checkbox"/> |
| 2 | Degree Certificate                  | <input type="checkbox"/> |
| 3 | Consolidated Marks Sheet            | <input type="checkbox"/> |
| 4 | Transfer Certificate (TC)           | <input type="checkbox"/> |
| 5 | Conduct Certificate (CC)            | <input type="checkbox"/> |
| 6 | Course Completion Certificate (CCC) | <input type="checkbox"/> |

1	Name of the candidate ( in CAPITAL LETTERS)	
2	VTU No	
3	Register Number	
4	Father's name	
5	Degree and Branch	
6	Have you obtained Duplicate Certificates previously, if so, please furnish the details of the duplicate certificates which you have received from this institution earlier	
7	Amount of fee paid	
8	Date of payment of fee	
9	Online Transaction Number	
10	Whether the proof of payment of fee is enclosed	YES/NO

Put " ✓ " in appropriate column

	I sem	II sem	III sem	IV sem	V sem	VI sem	VII sem	VIII sem
Semester Grade / Marks sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisional Certificate	<input type="checkbox"/>							Consolidated Marks sheet
Transfer Certificate	<input type="checkbox"/>							Conduct Certificate
Course Completion Certificate	<input type="checkbox"/>							
Total number of copies required	<input type="checkbox"/>							

11	Address to which the Duplicate Certificate(s) has / have to be sent	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		Pincode:
12	Contact Phone Number	<input type="text"/>

PLACE:

DATE :

SIGNATURE OF THE CANDIDATE



## **INSTRUCTIONS**

1. Duplicate certificate will be issued only when it is self certified that the certificate is lost or destroyed irrevocably.
2. Application should be submitted only by the candidate in the prescribed format downloaded from the website and should be sent to the Controller of Examinations directly.
3. The fee for the issuance of various certificates are as follows:

		Issuance at First time	Issuance at Second time
a	Statement of Marks sheet or Grade sheet for each	Rs. 500/-	Rs. 2,000/-
b	Consolidated Marks Statement	Rs. 1,000/-	Rs. 5,000/-
c	Degree Certificate	Rs. 4,000/-	Rs.10,000/-
d	Duplicate copy of TC,CC or CCC	Rs. 1,000/-	Rs. 5,000/-

4. The fee should be paid through online only.
5. Fees once paid will not be refunded nor adjusted for any other certificate under any reasons
6. Duplicate Certificate is to be surrendered to the Institution immediately if the Original Certificate is recovered
7. Duplicate Certificate may be issued for a second time under extraordinary circumstances and not thereafter.
8. The following documents should be enclosed along with the application.
  - a. An affidavit drawn on Rs. 20/- stamp paper declaring the circumstances under which the original certificate was lost.
  - b. Self addressed envelope to which the document is to be sent.
  - c. Photocopy of the Mark Statement / Certificate for which duplicate is required (if available)
  - d. The proof of remittance of fee as per the instruction in serial number 3
  - e. In case of Degree Certificate and Transfer Certificate, the reference proof of FIR filed with the Police has to be produced along with Non traceability certificate.
9. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.



**AFFIDAVIT TO BE FILED FOR ISSUANCE OF DUPLICATE CERTIFICATE**

Affidavit of Thiru / Selvi \_\_\_\_\_

- 1 I, \_\_\_\_\_ son / daughter of \_\_\_\_\_  
aged \_\_\_\_\_ years, student of \_\_\_\_\_ degree of Vel Tech Rangarajan Dr. Sagunthala R  
& D Institute of Science and Technology, Avadi, Chennai 600 062 with register  
number \_\_\_\_\_ and residing at \_\_\_\_\_ do  
hereby solemnly and sincerely state as follows
- 2 My Degree Certificate /Provisional Certificate /Consolidated Statement of Marks issued at  
by the Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology  
has irrevocably lost / destroyed.
- 3 I file this affidavit for the purpose of receiving duplicate copy of certificate
- 4 I will surrender the Duplicate Certificate(s), if my original Certificate(s) is / are recovered

The facts above stated are true and correct to the best of my knowledge and if found false  
by the institution, I shall abide by the decision of the Institution

PLACE:

DATE

Signature of the candidate

Solemnly affirmed at \_\_\_\_\_ (place \_\_\_\_\_) this day of \_\_\_\_\_ 20  
and his / her signature is affixed in my presence.

Notary Public

Address:

Office Seal :