



ACADEMIC SECTION
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Date : 06-07-2018

Procedure for Applying for Duplicate Degree Certificate/Grade Card

The certificate of degree conferred on a student is issued only once. The duplicate degree certificate/grade card is issued only for genuine cases, if the original degree certificate/grade card is lost / theft / mutilated.

The following documents are to be enclosed with the application for issue of duplicate degree certificate/grade card:-

1. Copy of FIR (First Information Report) lodged for lost/theft of the document in the nearest Police Station.
2. Copy of advertisement published in newspaper for loss of original degree certificate/grade card.
3. Copy of an affidavit (in original as per format given below) duly attested by the Notary on a non- judicial stamp paper of Rs.10/-.
4. Photocopy of the original degree certificate/grade card conferred on him by NIT Silchar (if available).
5. Demand Draft for a sum of Rs. 1000/- (One Thousand only) for a duplicate degree certificate and Rs. 200/- (Two Hundred only) per grade card in favour of 'The Director, NIT Silchar'. The same can be deposited in cash in the Cash Counter, (Accounts Section) NIT Silchar or through electronic transfer to the account of Director, NIT Silchar, A/C No. 30763009570 of SBI (IFSC-SBIN0007061) and the money receipt/transaction slip should be annexed with the application.

However, these formalities are not required in case one is applying for issue of aforesaid documents on account of mutilation of document. Then he/she is required to attach original mutilated certificate/document with his/her application and requisite fee.

The application (as per format given below) along with the above mentioned documents should be send to the following address:

Director
National Institute of Technology Silchar
Cachar, Assam – 788 010

** Note : Students who passed from Regional Engineering College (affiliated under Assam University Silchar) should follow the procedure laid down in the website of Assam University Silchar for issuance of duplicate degree certificate/marksheet.*

Format of Application for Issuance of Duplicate Degree Certificate/Grade Card

To,

The Director
National Institute of Technology Silchar
Cachar, Assam – 788 010

Subject:- Application for Issue of Duplicate Degree Certificate/Grade Card.

Sir / Madam,

I _____ (name), bearing Regn No./Scholar No. _____ studying / passed in the year _____ in _____ (branch) from National Institute of Technology, Silchar.

The original _____ Degree Certificate/Grade Card conferred upon me by the National Institute of Technology, Silchar has been mutilated / lost / stolen to the best of my knowledge and belief.

Therefore, I kindly request you to issue me duplicate _____ degree Certificate/Grade Card for _____ Semester(s). The required documents along with the requisite fee of Rs. _____ in the form of DD/Cash Receipt/Electronic Transfer are enclosed herewith.

(Please strike out which is not applicable)

Yours faithfully,

Sign -----

Date -----

Complete Indian Postal Address with Pin code & Contact No.:

Enclosures:- (Sl. 2-4 is required in case the original doc. is lost/stolen)

1. DD/Cash/ET of Rs. _____ deposited vide DD/Receipt no. _____ dated _____
2. FIR mentioning loss of original degree certificate/grade card.
3. Affidavit in original.
4. Copy of newspaper publication.
5. Copy of original degree certificate/grade card (if available).

(To be printed on a non-judicial stamp paper of Rs.10/-)

AFFIDAVIT

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER/MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I am / was a student of National Institute of Technology, Silchar bearing <REGN NO./SCHOLAR NO.> studying / passed <NAME OF THE PROGRAMME> in the year <YEAR>.
2. That, the original <NAME OF THE PROGRAMME> certificate / grade card issued to me by the National Institute of Technology, Silchar has been lost / stolen to the best of my knowledge and belief. There is no immediate likelihood of the said original certificate / grade card being traced out.
3. That I am in need for a duplicate copy of the said degree certificate / grade card for which purpose I am hereby making this declaration as required by the NIT Silchar.
4. That, in the unlikely event of the original certificate / grade card ever getting found in future, will not be misused and I shall submit it to NIT Silchar for cancellation.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best my knowledge and belief and nothing has been concealed therein.

Date:

Place:

Deponent

SWORN & SIGNED BEFORE ME

ADVOCATE/NOTARY