



திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

Serkkadu, Vellore - 632 115

Tamil Nadu, India

Email_Id: tvuco@gmail.com / Website: www.thiruvalluvaruniversity.ac.in

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INSTRUCTIONS FOR APPLYING DUPLICATE CERTIFICATE(S)

1. Duplicate certificate(s) will be issued only when it is lost or destroyed irrevoverably.
2. Application should be completed in every respect, otherwise it will be rejected.
3. Fee towards applying for issuance of Duplicate Certificate(s) is **Rs.150/-**for each certificate.Fees should be paid into the Bank account of "The Registrar, Thiruvalluvar University, (Bank: Indian Overseas Bank, A/C-No: 248401000000002, IFSC Code: [IOBA0002484](#),Branch: Serkkadu, Thiruvalluvar University)" or fund transfer in RTGS / NEFT / IMP MODE through any Nationalized Bank.
4. Fee once paid will not be refunded or adjusted under any circumstances. Enclose the Original Bank challan with the application.
5. Original Non-traceable certificate issued by the Police official (duly signed by the Inspector or Sub-Inspector) [Appendix – 1], an affidavit on a Twenty rupees Non-Judicial Stamped Paper duly signed on the prescribed stamp by the Notary Public (original) [Appendix – 2] and the **Original challan** should be enclosed for the issue of duplicate certificate(s) along with this application. Attested photo copy of Certificate (s) should be enclosed, if available.
6. Application should be sent/submitted only by the candidate in the prescribed format. Application sent/submitted on behalf of the candidate will not be accepted.
7. Application along with the enclosures should be sent to “**The Controller of Examinations, Thiruvalluvar University**”, Vellore – 632 115.



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APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATE(S)

1.	Name of the candidate (as Registered in this University)	In English
		In Tamil
2.	Register No.	
3.	Date of Birth	DD/ MM/ YYYY
4.	Name of the college in which the candidate has studied the course	College Code
5.	Degree of study	
6.	Period of study	From To
7.	Fill in the details against the appropriate column	
	a) Statement of Marks (fill-in the Month & Year of Passing)	
	b) Consolidated Statement of Marks (fill-in the Month & Year of Passing)	
	c) Degree Certificate Month and Year in which qualified for the degree and Date of convocation in which the degree was conferred.	
8.	Circumstances under which the certificate was lost / destroyed	
9.	Whether the original FIR, Not traceable certificate and affidavit have been enclosed with this application	
8.	Residential Address →	
Pin Code:		Contact Number :
11.	Details of fee payment - (ENCLOSE ORIGINAL CHALLAN)	
	Amount	
	Name of the Bank	
	Transfer From	
	Transfer To	The Registrar, Thiruvalluvar University, Serkkadu, Vellore -632 115
	Account Number	248401000000002
	Transfer Date	
	Description	
	UTR Number	
	Reference Number	
Signature of the Candidate →		
For Office use Only		
Prepared by:		Date of issue:
Examined by:		Folio No:
Controller of Examinations		



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[Appendix - 1]

FORMAT OF THE NON-TRACEABLE CERTIFICATE

This is to certify that a case/report of missing was received from Thiru / Tmt
/ Selvi.....S/o/D/o.....
residing at
..... The complainant reported that he/she
missed.....
In this connection all possible steps were taken to trace the missing certificate(s)
and were not traceable. The missing report was also published in Crime and
Occurrence Sheet No.dated

**Signature of the
Inspector / Sub - Inspector with seal.**



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[Appendix - 2]

SWORN-IN-AFFIDAVIT

Affidavit for the issue of Duplicate Certificate(s) duly typed in Non - Judicial Stamp Paper value of Rs.20/-

I,.....S/o/D/o.....
..... aged about Years,
residing at
do hereby solemnly affirm and sincerely state as follows.

I, declare and state that I have lost my (delete whichever is not applicable)

- Statement of Marks issued relating to the Examinations held during
....., bearing Register number.....
- Consolidated Statement of Marks issued after the final examinations held during
..... , bearing Register number.....
- Degree Certificate issued at the Convocation held on..... , bearing
Register number.....

I submit that I am in need of a Duplicate Degree Certificate for my further studies as well as for my employment purposes and hence I swear this affidavit.

I submit and request the University to issue the Duplicate certificate(s). I submit and assure that I will return the Duplicate Certificate(s) to University, if my original Certificate(s) is/are found by chance.

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

The above deponent sworn the above
and signed herein before me on this
dayday of20

DEPONENT

Before me

Signed & Seal on the Notary Public