



HINDUSTAN
INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for * ...

Degree & Branch:

Details of payment made:

Date : -----

Bank : -----

Amount paid : Rs.....

Period of Study :

Phone No : _____

1. Name of the Student :

2. Register Number :

3. Sex :

4. (a) If applying for duplicate Grade Sheet, fill in the Month & Year of Exam for which grade sheet is required :

(b) If applying for duplicate degree Certificate, fill the

i. Month and Year in which qualified for the degree :

ii. Date of convocation in which the degree was conferred :

(c) If applying for duplicate provisional certificate /consolidated grade sheet, fill in the Month & Year of last appearance : in which qualified for the degree.

5. Circumstances under which the Certificate was lost :

6. Whether the prescribed affidavit has been enclosed with the application :

7. Address to which the certificate is to be sent:
.....
.....

Place:

Date:

Signature of the Candidate

FOR OFFICE USE ONLY	
Certificate issued on :	
Prepared by :	Examined by :
Date on which the D.D.was sent to Finance Section :	
Controller of Examinations	

***Write as Degree Certificate/Grade Sheet/Provisional certificate/Consolidated Grade Sheet.**

**** Separate application should be made for each certificate**

INSTRUCTIONS For issue of Duplicate Certificates

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made **only by the candidate in the prescribed format** and should be sent to the Controller of Examinations directly. **Application received on behalf of the candidate** will not be accepted.
3. The following documents should be enclosed along with the application.
 - (a) Affidavit detailing the circumstances under which the original certificate was lost.

The affidavit should be duly executed before the Notary Public

- (b) Xerox copy of the Grade Sheet / Certificate for which duplicate is required (if available)
- (c) Fee Receipt

In addition to the above, candidates applying for the Duplicate Degree Certificate should enclose:

- (d) Non traceable certificate from Police.
- (e) Copy of 'Notification' issued in a newspaper for loss of certificate.

4. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.

5. The fees for the issue of various certificate are as follows:

- | | | |
|-------------------------------------|---|--|
| (a) Grade Sheet per semester | : | Rs. 600/- |
| (b) Provisional Certificate | : | Rs. 1000/- upto convocation.
No PC will be issued after convocation |
| (c) Consolidated Grade Sheet | : | Rs.1200/- |
| (d) Degree Certificate | : | Rs.3,000/- |
| (e) Rank Certificate | : | Rs.1,000/- |
| (f) Cost of application | : | Rs.50/- |

(g) Courier charges :

Domestic : Rs.500/-
International : As applicable

The rates will be double, if applied for the second time duplicate certificate.

The fee should be paid in the following Institute account:

Account Name: HINDUSTAN INSTITUTE OF TECHNOLOGY & SCIENCE EXAM A/C

Account Number: 255401000000001

Bank Name: INDIAN OVERSEAS BANK

Branch : PADUR

IFSC CODE: IOBA0002554

6. Fees once paid will neither be refunded nor adjusted for any other certificate under any circumstances.
7. Duplicate Certificate is to be surrendered to the University immediately, if the Original Certificate is recovered.

FORMAT OF THE AFFIDAVIT

**Affidavit for the issue of Duplicate Certificate/Grade Sheet
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 Degree Certificate/Grade Sheet issued by the Hindustan University, bearing Register No. passed in (Month & year). I have tried my best to trace out them, but I could not trace the Certificate/Grade Sheet.

I request the Duplicate copy of my Degree Certificate/Grade Sheet from the Hindustan Institute of Technology & Science for my future and therefore I sworn this affidavit.

I request the University to issue the Duplicate Degree Certificate/Grade Sheet. I assure that I will return the Duplicate Certificate/Grade Sheet, if my original Degree Certificate/Grade Sheet is/are found by me.

The above deponent sworn the above and
Signed herein before me on this day
. day of 2019

DEPONENT
Before me

FORMAT OF THE POLICE CERTIFICATE

CERTIFICATE

This is to certify that a case/report of missing was received from Thiru/Tmt.
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/Grade Sheet and is/are
not traceable. The missing report was also published in Crime & Occurrence Sheet No. dated

Signature & Seal