

# SHRI RAMASAMY MEMORIAL UNIVERSITY SIKKIM

( Estd. Under SRMUS Act, 2013 )

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

Application No:

Date:

### APPLICATION FORM FOR DUPLICATE CERTIFICATES

1.	Name of the Candidate				
2.	Register Number				
3.	Degree & Branch				
4.	Period of Study				
5.	Permanent / Communication address				
		Mobile No(s).			
		E-mail ID			
6.	<b>Details of Duplicate Grade sheet(s) / Mark sheet(s)</b>				
	Semester / Year	Appeared Examination Month & Year	( Tick Required Colum )		No of Sheets in the Semester / Year (A + B)
			(A) Regular Semester	(B) Arrear Semester	
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	After course completed				

Total No of Grade sheet(s) / Mark sheet(s)						
7.	<b>Other Duplicate Certificates</b> (Tick required )	a) Consolidated Grade / Mark sheet <input type="checkbox"/> b) Provisional Certificate <input type="checkbox"/> c) Degree Certificate <input type="checkbox"/> d) Migration Certificate <input type="checkbox"/>				
8.	Mode of receipt of Certificate(s)	In Person : <input type="checkbox"/> By Post <input type="checkbox"/>				
9.	If Mode of receipt is By Post, Provide the complete Mailing address to send the certificates (Write in upper case Letters)	<table border="1"> <tr> <td>Mobile No(s)</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>	Mobile No(s)		Email	
Mobile No(s)						
Email						
10.	Fees Paid Details:	DD No. & Date :  Name of the Bank with Address :  Amount : `				

**NOTE: For any Clarification and Queries contact: +91- 3592231666**

**Signature of HOD**

**Signature of Candidate**

**Signature of Dean  
with Seal**

**Signature of COE**

**FOR OFFICE USE ONLY**

<u>Details of Dispatch BY POST</u>	<u>Received all Certificate(s) as mentioned above ( IN PERSON)</u>
Date :	
Consignment No:	
Dispatched by :	_____ (Name and Signature with Date)

**Note: Students, who opted for collecting their duplicate certificates in person, should collect the duplicate certificates from the COE's office within SEVEN WORKING DAYS without fail.**

## **INSTRUCTIONS TO APPLY FOR 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 submitted at the Office of the controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issuing the certificate.
4. Documents Required:
  - I. Photocopies of the lost statement of marks / certificates (if available).
  - II. Demand Draft drawn in favor of “**SRM UNIVERSITY SIKKIM**” payable at Gangtok (Refer Fee Details Table).
  - III. Original Non-Traceable Certificate/ FIR from the Police authority (for more than 2 Grade sheets/ Certificates and for Duplicate Provisional Certificate / Degree Certificate).
  - IV. Affidavit filed in Stamp Paper legally in the format enclosed (For Duplicate Provisional/ Degree certificate).

5. Fee Details:

<b>Certificates</b>	<b>Science &amp; Humanities (INR)</b>
Grade / Mark sheet (Per sheet)	1000/-
Consolidated Grade / Mark sheet	1000/-
Provisional Certificate	1250/- up to convocation.  Duplicate PC will not be issued after the Convocation
Degree Certificate	2500/- (For five years from the completion of the course) and 3000/- from 6 <sup>th</sup> year onwards
Migration Certificate	650/-
Postal Charge	150/- (Within India)

6. If the Original Certificates/ Grade sheets are recovered later, the Duplicate certificates/ Grade sheets must be surrendered back to the University immediately.
7. This form will be valid only if it is duly signed by the respective Dean / Head of the Department.
8. **The filled in form along with necessary documents can be sent to “The Controller of Examinations, Shri Ramasamy Memorial University Sikkim , 5<sup>th</sup> Mile , Tadong, East Sikkim -737133 ” and for any Clarification and Queries contact: +91- 3592231666.**

**AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE DEGREE CERTIFICATE**

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

01. I \_\_\_\_\_, Son / daughter of \_\_\_\_\_  
aged \_\_\_\_\_ Years, an old student / student of \_\_\_\_\_ (Faculty /  
College), Shri Ramasamy Memorial University Sikkim with register number  
\_\_\_\_\_ and \_\_\_\_\_ residing at  
\_\_\_\_\_ do hereby solemnly and  
sincerely state as follows:

02. My \_\_\_\_\_ certificate issued relating to the examinations held during  
\_\_\_\_\_ issued by the Shri Ramasamy Memorial University Sikkim has irrevocably been lost /  
destroyed.

03. I file this affidavit for the purpose of receiving duplicate certificate.

04. The duplicate certificate shall be returned to the University once my original certificates / are  
recovered by chance.

05. 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.

06. Solemnly affirmed.

At (place) \_\_\_\_\_

This (date) \_\_\_\_\_

Month and year \_\_\_\_\_

and his/her signature affixed in my presence.

Place:

Date :

SIGNATURE OF THE APPLICANT.

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**Note: The above affidavit should be typed in a stamp paper or e paper duly attested by the  
notary \_\_\_\_\_ public**

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**NON TRACEABLE CERTIFICATE (SAMPLE FORMAT)**

This is to certify that Mr/Ms. \_\_\_\_\_

S/o / D/o Mr. \_\_\_\_\_ with Shri Ramasamy Memorial University

Sikkim -Registration number \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ ,

had registered a case with Crime and Occurrence sheet number \_\_\_\_\_ dated

\_\_\_\_\_ towards his/her missing Grade sheets/ certificates of his/her \_\_\_\_\_ degree as listed

below:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Total: \_\_\_\_\_ Grade sheets/Certificates

In this connection all possible steps were taken to trace the Grade sheets/ Certificates and are not traceable.

This certificate is hereby issued to apply for duplicate grade sheets/ certificate from the University.

**Signature of the Inspector / Sub-Inspector with official Seal**