

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.	Details of Duplicate Grade sheet(s) / Mark sheet(s)				
	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.	Other Duplicate Certificates (Tick required)	a) Consolidated Grade / Mark sheet b) Provisional Certificate c) Degree Certificate d) Migration Certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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)		
		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:

Certificates	Science & Humanities (INR)
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 th 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 , 5th 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.

=====

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

=====

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