



SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY

(Autonomous)

Siddharth Nagar, Narayanavanam Road, Puttur - 517 583, A.P.,

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATES

1.Name of the Applicant (in block letters)	:	
2.Register number	:	
3.Fathers Name	:	
4.Mothers Name	:	
5. Address of the applicant	:	
6.Contact Number & Mail Id	:	
7.Reasons under which the applicant for the issue of duplicate certificate is made	:	
8.Whether the damaged Original pass certificate is available and enclosed	:	
9.If lost: (a) Whether police enquiry certificate is enclosed to the effect that the certificate/marks memo is lost beyond recovery. (b) Whether an affidavit regarding the loss of the original Certificate/marks memo beyond recovery by 1 st class Magistrate/Notary is attached.	:	
10.Whether the receipt/challan for appropriate amount towards fee for obtaining a duplicate certificate/marks memo is enclosed.	:	

The following documents are to be submitted:

- 1) Police enquiry and non traceable certificate.
- 2) An affidavit on the stamp paper of Rs.100/- issued by the Notary (Advocate).
- 3) Filled in application in the prescribed proforma signed, duly stamped and forwarded through the principal of the concerned college where the applicant has studied.

Note:_1) If the original certificate is spoiled, torn or damaged, the same should be enclosed. In such cases, police enquiry certificate and affidavit are not required.

Following certificates should be submitted along with application without fail

1. Original Police Enquiry certificate to the effect that the certificate/ Marks Memo is lost beyond recovery and the enquiries have been made to trace the original certificate but in vain.
2. An affidavit on non-judicial stamp paper/special adhesive stamp worth of Rs. 100/- by 1st class Magistrate/ Notary (as per proforma)
3. Receipt/challan for Rs.200/- for duplicate marks memo, Rs. 500/- for provisional certificate,CMM certificate.

Note:

If the spoiled certificate is available or in case any pieces of it are available they may be sent to this office along with the application. In case the damaged original certificate is enclosed, police enquiry certificate and affidavit are not required.
