



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR, ANANTHAPURAMU – 515 002 (A.P)**

**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATES**

1.Name of the Applicant (in block letters)	:	
2.Address of the applicant	:	
3.Fathers Name	:	
4.Mothers Name	:	
5.College through which the applicant appeared for the examination and passed	:	
6.The month & Year of the examination and hall ticket number with which the applicant appeared for the examination.	:	
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 <sup>st</sup> class Magistrate/Notary is attached.	:	
10. Whether the demand draft drawn in favor of the Registrar JNT University Anantapur, payable at Anantapur of any nationalized bank for appropriate amount towards fee for obtaining a duplicate certificate/marks memo is enclosed. (Name of the Bank, DD Date & Amount to be mentioned)	:	

### **Declarations**

- 1) I \_\_\_\_\_ do hereby declare that my original marks memo/Provisional Certificate / Migration Certificate/Original Degree Certificate/Consolidated Marks Memo bearing Registration Number/Hall ticket number \_\_\_\_\_ of B.Tech/B.Pharm/M.Tech/M.Pharm/MCA/MBA/M.Sc./Pharm D/Pharm D (PB) \_\_\_\_\_(month) \_\_\_\_\_ (Year) is neither suspended nor cancelled by the competent authority.
  
- 2) I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

Signature of the Candidate

**Note:** The furnishing of inaccurate or false particulars will entail, besides withholding of the duplicate memos/certificate, such disciplinary action as may be called for or deemed fit by the Registrar, JNTUA, Ananthapuramu.

### **Identification Certificate**

I certify that the above particulars furnished by the candidate have been verified and found correct with reference to the records of the college and the applicant Mr/Ms \_\_\_\_\_ is the same person to whom the original certificate /marks memo was issued and that the issue of the duplicate to the candidate is recommended.

Signature of the Principal with seal

Station:

Date:

**Following is the procedure to obtain duplicate certificate from JNTUA, Anantapur A.P.**

The following documents are to be submitted:

- 1) Demand Draft (DD) drawn in favour of “The Registrar JNTU Anantapur” payable at Anantapur on any nationalized bank for Rs. 200/- per marks memo, Rs.500/- per provisional certificate, Migration and CMM certificate & Rs.3000/- per Original Degree Certificate. Payment can also be made through SBI Challan Power Jyothi A/c 32950804752 and the University copy of the challan has to be enclosed.
- 2) Police enquiry and non traceable certificate.
- 3) An affidavit on the stamp paper of Rs.100/- issued by the Notary (Advocate)
- 4) 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) The duplicate certificate will be sent to the principal of the college concerned only, under intimation to the candidate.

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

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**Following certificates should be sent 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 1<sup>st</sup> class Magistrate/ Notary (as per proforma)
3. Bank demand draft/challan for Rs.200/- for duplicate marks memo, Rs. 500/- for provisional certificate, Migration & CMM certificate & Rs. 3000/- for Original Degree.

**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.

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