राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance under MHRD, Govt. of India)
G.E.Road, Raipur, C.G. - 492010, India

Phone: +91-9893655655
Fax No.: +91-7712254600
Email: examcontroller@nitrr.ac.in
Website: www.nitrr.ac.in

Procedure for Applying for Duplicate Degree Certificate

(A) Procedure:- To get a duplicate Degree Certificate in the event of loss of original degree certificate, write an application (in prescribed format given below) addressed to the **Controller of Examinations, NIT Raipur** for issuing Duplicate Degree Certificate mentioning the loss of his/her original degree. The following documents are to be enclosed with the application for duplicate degree certificate:-

(i)   First Information Report (FIR) **in original** clearly mentioning loss of original degree.

(ii)   An affidavit prepared by the Notary on a non- judicial stamp paper of Rs.10/-. (*The matter to be printed on the affidavit is detailed below*)

(iii)   A copy of publication in the newspaper about the lost of the Degree Certificate.

(iv)   Copy of Final Semester Mark sheet/Grade Card.

(v)   Attach a copy of the original degree conferred on him by NIT Raipur (if available).

(vi)   Attach a online fee receipt of Rs. 1000/-.

(vii)   Online fee payment for postal charges of Rs. 250/- for India and Rs. 1000/- for abroad **(if applicable)**

(viii) Send the application along with the above mentioned documents to following address:-

The Controller of Examination
National Institute of Technology,
G. E. Road, Raipur
Chhattisgarh - 492010

(B) Check List:- Candidate should check the followings before sending application:-

(i)   Application for issue of Duplicate Degree Certificate.
(ii)   Online fee receipt of Rs. 1000/-.
(iii)   Online fee receipt of Rs. 250/- for India and Rs. 1000/- for abroad as postal charges (if applicable).
(iv)   Affidavit (in Original).
(v)   FIR in respect of loss / stolen original degree certificate (in original).
(vi)   Copy of Publication in the News Paper for loss of original degree.
(vii)   Copy of Final Semester Mark sheet.
(viii) Copy of Original Degree Certificate (if available).

(C) Processing:-   The duplicate degree certificate will be signed by the Registrar and the Director & Chairperson, Senate NIT Raipur. The duplicate degree will be prepared same as original one except for the signature of the Chairman, Board of Governors. In place of the signature of the Chairman, Board of Governors, **Sd/--** will be written on the Degree.

(E) Clarification.   Candidates can clarify their queries, if any, on phone no. **9893655655** or by sending email to **examcontroller@nitrr.ac.in**

Matter to be printed for Affidavit
(To be printed on a non-judicial stamp paper of Rs.10/-)

AFFIDAVIT

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER/MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I was a student of National Institute of Technology, Raipur from <MONTH & YEAR> till <MONTH & YEAR>.

2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from National Institute of Technology, Raipur in the <YEAR>.

3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by the National Institute of Technology, Raipur has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original certificate being traced out.

4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFEDEVIT>
Place: <CURRENT CITY OF YOUR STAY>

Deponent

Application for Duplicate Degree Certificate

To,

The Controller of Examination
National Institute of Technology,
G. E. Road, Raipur
Chhattisgarh - 492010

Subject:- **Application for Issue of Duplicate Degree Certificate.**

Sir / Madam,

I was a student of National Institute of Technology, Raipur. I appeared and passed the (*name of degree*) _____ Degree in (*branch*) _____ from National Institute of Technology, Raipur in the year _____.

The original (*name of degree*) _____ Degree Certificate conferred upon me by the National Institute of Technology, Raipur has been lost / stolen to the best of my knowledge and belief. There is no immediate likelihood of the said original degree certificate being traced out.

Therefore, I kindly request you to issue me duplicate (*name of degree*) _____ Degree Certificate. The required documents to support the claim of loss of my original degree are enclosed herewith.

Yours faithfully

Sign ------------------------------------
Name : --------------------------------
Roll No.: --------------------------------
Degree/Branch : -----------------------
Contact No. ----------------------------
Postal Address: ------------------------

District: ----------------------------------
State: --------------------------------------
Pin Code : -----------------------------

Enclosures:-
1. Online fee payment receipt of Rs. 1000/-.
2. **Online fee payment receipt of 250/- and Rs. 1000/- as postal charges (if applicable).**
3. FIR in original mentioning loss of original degree certificate.
4. Affidavit in original (as per format).
5. Copy of newspaper publication.
6. Copy of Final Semester Mark sheet.
7. Copy of original degree (if available).