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 Marksheets / Grade Cards

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

(i) First Information Report (FIR) **in original** clearly mentioning loss of original marksheet/grade card //**OR**.// 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*)

(ii) Attach a copy of the original marksheet issued to him by NIT Raipur (if available).

(iii) Online fee payment receipt of Rs. 300/- per marksheet/grade card.

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

(v) 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 in prescribed format (given below) for issue of duplicate marksheet with complete postal address.

(ii) Online fee receipt of Rs. 300/- per marksheet/grade card.

(iii) Online fee receipt of postal charges (Rs. 250/- for India and Rs. 1000/- for abroad, if applicable).

(iv) FIR for loss / stolen of original marksheet/grade card (in original) **OR** Affidavit.

(v) Xerox copy of the original marksheet/grade card issued to him by NIT Raipur (if available).

(C) **Processing:-** The duplicate marksheet/grade card will be prepared same as original one except the inscription of **'DUPLICATE'** on top of the duplicate marksheet/grade card.

(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 if FIR is not Enclosed

(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 am / was a student of National Institute of Technology, Raipur from <MONTH & YEAR> till <MONTH & YEAR>.

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

3. That, the original <NAME OF THE PROGRAMME> marksheet / grade card issued to 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 marksheet being traced out.

4. That, in the unlikely event of the original marksheet 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 Marksheet / Grade Card

To,

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

Subject:-   **Application for Issue of Duplicate Marksheet / Grade Card.**

Sir / Madam,

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

    The original (*semester*) _____ marksheet / grade card issued to 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 marksheet being traced out.

    Therefore, I kindly request you to issue me duplicate (*semester*) _____ marksheet / grade card. The required documents to support the claim of loss of my original marksheet/grade card are enclosed herewith.

Yours faithfully,

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

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

<u>**Enclosures**</u>:-

(i)   Online fee payment receipt of Rs._____ (Rs. 300/- per certificate).
(ii)   Postal Charges Rs. 250/- for India and Rs. 1000/- for abroad (if applicable).
(iii) FIR for loss / stolen of original marksheet / grade card (in original) **OR** Affidavit.
(iv) Xerox copy of the original marksheet / grade card issued to him by NIT Raipur (if available).