



**THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY**  
(Ministry of Human Resource Development, Government of India)  
Accredited by NAAC with ‘A’ Grade (3<sup>rd</sup> Cycle)  
Gandhigram, Dindigul District, Tamil Nadu – 624 302, India

**APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATES**

1. Name of the candidate :
2. Programme of study :
3. Register no :
4. Year of study :
5. Complete Postal address with Pincode :

6. Contact Phone No. with STD code /  
Mobile No/ e-mail :

7. Reason(s) for request of Duplicate Certificate:

8. Certificates for which Duplicates are required:

S.No.	Details of Certificates for which duplicate is required	Semester	Sl. No. of Certificate	Date of issue

9. Payment Details:

- (i) DD No. and Date/Challan :
- (ii) Name of the Bank :
- (iii) Amount paid :

**Signature of the applicant with date**

**For Office use only**

**Received the Duplicate Certificate**

**Signature:**

**Date:**

Serial No. of Duplicate certificate Issued:

Date of issue:



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**PROCEDURE FOR OBTAINING DUPLICATE CERTIFICATES**

1. Candidates shall apply for the issue of Duplicate certificates in the prescribed format only. It can be downloaded from Institute Website: [www.ruraluniv.ac.in](http://www.ruraluniv.ac.in).
2. Application should be submitted in person or through an authorized person (along with a letter authorizing him/her to receive the Certificates on his/her behalf) to the Controller of Examinations.
3. **Details of fee to be paid:**
  - (i) Grade Statements , Consolidated Statements of Grades, Degree Certificate etc.  
Rs.500/- per Certificate.
  - (ii) Search fee:  
Rs.500/- for less than 5 years  
Rs.1000/- for 5- 10 years  
Rs.2000/- for more than 10 years
  - (iii) Mode of Payment :  
Demand Draft drawn in favour of “ The Registrar, Gandhigram Rural Institute” payable at Canara Bank, Gandhigram **Code No : 8500**.  
Payment can also be made by challan at Gandhigram Rural University Branch of Canara Bank in AC. No: 8500101010000.
4. Enclosures to be attached with the application:
  - (i) Photocopy of the certificate(s) for which duplicate is required
  - (ii) DD/Bank Challan (in Original)
  - (iii) Authorization Letter (if needed)
  - (iv) Damaged / Mutilated original certificate, if original is damaged.
  - (v) The following should be enclosed in original, if duplicate is required for the missing ones:
    - (a) Non-traceable certificate issued by the Competent Police Officer.
    - (b) Original Sworn –in-Affidavit of the candidate countersigned by the Notary Public in Rs.20/- Stamp paper.(Format Enclosed)

**CONTROLLER OF EXAMINATIONS**

**SWORN – IN – AFFIDAVIT**

I Name of the Candidate, S/o. (Name of the father) aged about \_\_\_\_\_ years, residing at \_\_\_\_\_ do hereby solemnly affirm and sincerely state as follows:

I declare and state that I have lost my (Title of the certificate(s) with Sl.No.) issued by the **Gandhigram Rural Institute – Deemed to be University**, bearing Register No \_\_\_\_\_ passed in \_\_\_\_\_(month & year). I submit that I have tried my best to trace out them, but could not trace the same and immediately I have lodged a complaint at the Police Station (Name and area of the Police Station) on \_\_\_\_\_. I submit that my complaint was also published in the Crime and Occurrence Sheet vide No \_\_\_\_\_ and Date \_\_\_\_\_ issued by the Police Station.

I submit that I am in need of a Duplicate for the (Title of the certificate(s) with Sl.No.) and hence I swear this affidavit.

I submit and request the Institute to issue the Duplicate certificate(s) for my (Title of the certificate(s) with Sl.No.) I submit and assure that I will return the Duplicate Certificate(s) of the above to the Institute, if my original Certificate(s) are recovered at a later date.

I submit that the above statement is true to the best of my knowledge.

Place: \_\_\_\_\_ Signature of the Candidate  
Date: \_\_\_\_\_ (Name: \_\_\_\_\_ )

The above deponent sworn the above and signed herein before me on this day \_\_\_\_\_

**Signature and Seal of the Notary Public**