



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

NEW BOYANAPALLI, RAJAMPET-516 126 A.P (INDIA)

PROCEDURE TO OBTAIN DUPLICATE CERTIFICATES

1. DOWNLOAD THE APPLICATION FORM

2. ENCLOSE THE FOLLOWING CERTIFICATES

- ✓ 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.
- ✓ An affidavit on non-judicial stamp paper/special adhesive stamp worth of Rs.100/- by 1st class Magistrate/Notary (as per proforma).

3. FEE DETAILS

Marks Memo	₹ 500/-
Provisional Certificate	₹ 1000/-
CMM	₹ 1000/-

Note: 1. The Duplicate certificates will be issued to the candidate only.

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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ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES

(AUTONOMOUS)

NEW BOYANAPALLI, RAJAMPET – 516126

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

HALL TICKET NUMBER																													
Name of the applicant (In block letters)																													
Address of the applicant:																													
Mobile Number																													
E Mail Address:																													
Father Name																													
Mother Name																													
List of Marks Memos Requested for :																													
The month & year of the examination with which the applicant appeared for the examinations																													
S. No.	Year				Semester				Month & Year of Examination																				
1																													
2																													
3																													
4																													
5																													
6																													
7																													
8																													
Reasons under which the application for the issue of Duplicate Certificate is made																													
Whether the damaged Original Certificate is available and enclosed																													
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.																													
FEE RECEIPT NUMBER										DATE										Amount Rs.									

Signature of the Candidate

Declarations

- 1) I, _____ do hereby declare that my original Marks memo/Provisional Certificate/ Consolidated Marks Memo bearing Registration Number/Hall ticket number _____ of B.Tech/M.Tech/ MCA / MBA/ _____(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 pass certificate, such disciplinary action as may be called for or deemed fit by the Principal, AITS, Rajampet.

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 pass certificate/marks memo was issued and that the issue of the duplicate to the candidate is recommended.

Station:

Controller of Examinations

Date:

AFFIDAVIT

I, Name of the Student ,S/O or D/o Father name of the Student , aged ___ years Resident of complete postal address of applicant On solemn oath and affirmation state as under:

1. That I have appeared for examination held in the month and year _____ of (B.Tech/M.B.A/M.C.A/M.Tech.) (**Branch Name**) course with Hall Ticket Number Hall Ticket Number at Annamacharya Institute of Technology and Sciences, Rajampet, Kadapa District.
2. That the original Marks Memo/Consolidated marks memo/Provisional Certificate issued to me by the AITS, Rajampet has been lost by me, Reason for lost In spite of my best efforts I am unable to trace it and it is lost beyond recovery. In case it is traced in future, I shall submit it to the Principal, AITS, Rajampet for cancellation.
3. That I am in need of duplicate copy of the said Marks Memo/Consolidated marks memo/Provisional Certificate for which purpose I am hereby making the declaration as required by the AITS, Rajampet.

Place:

Deponent.

Date: