

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

The following documents are to be submitted:

- 1) Demand Draft (DD) drawn in favor of "The Registrar JNTU Anantapur" payable at Anantapur on any nationalized bank for Rs.200 per Marks memo, Rs.500 per provisional certificate, migration & CMM certificate & Rs.3000 per original degree certificate.
- 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.

NB: 1) The Duplicate certificates 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 of 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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Affidavit (Proforma)

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ aged \_\_\_\_\_ years R/o  
\_\_\_\_\_ occupation \_\_\_\_\_ solemnly on oath and affirmation  
declare as under.

1. That I have appeared for examination held in the month and year \_\_\_\_\_ of \* \_\_\_\_\_  
with registration number \_\_\_\_\_ through \_\_\_\_\_ College.
2. That the original certificate/marms memo issued to me by the University has been lost by me while \*\*  
\_\_\_\_\_ and 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  
Registrar, JNTUA University Anantapur, Andhra Pradesh for cancellation.
3. That I am in need of duplicate copy of the said certificate/marks memo for which purpose I am hereby  
making the declaration as required by the JNTUA University Anantapur.

**DEPONENT**

Station:

Date:

\* To mention the name of the course with year & semester

\*\* To mention the reasons for the loss



**Jawaharlal Nehru Technological University Anantapur, Anantapur – 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 application 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.	:	

<p>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 &amp; Amount to be mentioned)</p>	:	
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**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/PharmD \_\_\_\_\_ (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 Registrar, JNTUA Anantapur.

**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.

**Signature of the Principal with seal**

Station:

Date: