



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/AA/18/.....<sup>845</sup>  
Date: 13/11/2018

**NOTIFICATION**

**Subject: Guidelines for issuance for Duplicate Grade Sheet / Transcript / Provisional Passing Certificate due to loss / damage.**

As approved by the Competent Authority, it is notified for the information of all concerned that the following are the guidelines for issuance for Duplicate Grade Sheet / Transcript / Provisional Passing Certificate due to loss / damage.

1. Student seeking issuance of duplicate Grade Sheet / Transcript / Provisional Passing Certificate due to loss / damage shall make such request in a prescribed format (As per Annexure 'A') along with the following documents and applicable fee:
  - a. An affidavit from 1<sup>st</sup> class magistrate on Rs. 100/- stamp paper in a prescribed format (As per Annexure 'B').
  - b. Copy of FIR from Police Station of the area, where certificate is lost.
  - c. Cutting of advertisement in a prescribed format (As per Annexure 'C'), published in newspaper (local), informing that the applicant is applying for issue of duplicate Grade Sheet / Transcript / Provisional Passing Certificate and objection (if any) to be communicated to Registrar SMVDU, Katra within a period of 01 (One) month.
  - d. Photocopy of Grade Sheet / Transcript / Provisional Passing Certificate, if available.
  - e. Application Fee:
    - i. Grade Sheet: Rs. 100/
    - ii. Transcript: Rs. 500/-
    - iii. Provisional Passing Certificate: Rs. 500/-
2. The approving authority for applications pertaining to issue of duplicate Grade Sheet / Transcript will be Section Head of Examination Wing & issue of duplicate Provisional Passing Certificate will be Section Head of Academic Affairs.
3. The standard processing time for issuance of duplicate Grade Sheet / Transcript / Provisional Passing Certificate shall be 10 working days, from the date of receipt of application, subject to all requisite & correct documents and fee being attached with the application.

  
Registrar  


Copy to:

1. All Deans, for information.
2. All Heads/ I/c Heads, for information.
3. Concerned \_\_\_\_\_, for information and n.a.
4. PS to VC for the information of Hon'ble Vice Chancellor.
5. Concerned file.
6. I/c website for uploading the same on university website.



# Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

## **Application Format for Issuance of Duplicate Grade Sheet /Transcript / Provisional Certificate (Tick as applicable)**

1. Name of the Student: \_\_\_\_\_
2. Entry Number: \_\_\_\_\_
3. Parentage: \_\_\_\_\_
4. Program: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. School: \_\_\_\_\_
7. Year of Joining the Program: \_\_\_\_\_
8. Year of Passing the Program: \_\_\_\_\_
9. Reason for issuance of duplicate Grade Sheet /Transcript/Provisional Certificate (Tick as applicable): \_\_\_\_\_
10. Please enclose an affidavit\* from 1<sup>st</sup> class magistrate on Rs. 100/- stamp paper in case loss/damage of Grade Sheet/ Transcript/Provisional Certificate
11. **Documents to be enclosed with format, in case of loss/damage of Grade Sheet/ Transcript/Provisional Certificate (Tick as applicable):**
  - i. Copy of FIR (from Police Station of the area, where certificate is lost)
  - ii. Cutting of advertisement\* published for a duration 01 month, in newspaper regarding no objection.
  - iii. Photocopy of Grade Sheet /Transcript/Provisional Certificate (if available)
  - iv. Copy of Fee deposited
    - Fee for duplicate Grade Sheet: Rs. 100/-
    - Fee for duplicate Transcript: Rs. 500/-
    - Fee for duplicate Provisional Certificate: Rs. 500/-

Signature of the concerned student

[Name in full:.....]

Entry No. .... Date: .....

12. Head of School

Remarks \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

To, Registrar



**FORMAT OF AFFIDAVIT**  
**FOR ISSUANCE OF DUPLICATE GRADE SHEET / TRANSCRIPT /**  
**PROVISIONAL PASSING CERTIFICATE IN LIEU OF DAMAGED / LOST**  
**GRADE SHEET / TRANSCRIPT / PROVISIONAL PASSING CERTIFICATE**

**(To be executed before 1<sup>ST</sup> Class Magistrate)**

(On non-judicial stamp paper of Rs. 100/-)

I, \_\_\_\_\_, Son/Daughter of Smt. \_\_\_\_\_ &  
Shri \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby  
solemnly declare as under:

1. That I have passed the \_\_\_\_\_ (Name of Degree / Program) from Shri Mata Vaishno Devi University, Katra in the year \_\_\_\_\_ under Entry No. \_\_\_\_\_.
2. That the Grade Sheet / Transcript / Provisional Passing Certificate issued to me by Shri Mata Vaishno Devi University, Katra after successful completion of the abovementioned Degree / Program has been damaged / lost.
3. That I am in real need of a duplicate copy of the above said Grade Sheet / Transcript / Provisional Passing Certificate and I have no objection for cancellation of the original Grade Sheet / Transcript / Provisional Passing Certificate by the University before issuance of the duplicate copy of Grade Sheet / Transcript / Provisional Passing Certificate.
4. That the statements made herein above are true and correct to the best of my knowledge and belief. In case of any discrepancy, I shall be responsible for any consequences that may arise out of it.

**DEPONENT**

## NOTICE

I \_\_\_\_\_ S/o / D/o Smt. \_\_\_\_\_ &  
Sh. \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ do hereby inform that I  
have lost my Grade Sheet / Transcript / Provisional Passing  
Certificate of \_\_\_\_\_ Program  
issued by Shri Mata Vaishno Devi University, Katra,  
which was completed in the year \_\_\_\_\_ under  
Entry No. \_\_\_\_\_. Now I am applying for issuance of  
duplicate Grade Sheet / Transcript / Provisional Passing  
Certificate. If anyone has any objection, the same may be  
conveyed to the **Registrar, Shri Mata Vaishno Devi  
University, Katra** within a period of One (01) Month from  
the date of publication of this Notice.

(Name of Student)