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 1st 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.

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.
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 1st 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/-

12. Head of School

    Remarks 

    Signature __________________ Date: ____________

To, Registrar

Signature __________________ Date: ____________
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 1st 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)