



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

Application for Obtaining Duplicate Degree Certificate from the Institute (Those who have lost their Original Degree Certificate irrecoverably alone can apply)

1.	Name of the Candidate (Name as found in the Original Grade Card)	:
2.	Postal address for Correspondence (with Pin Code)	:
3.	Mobile Number Landline Number (If any)	: :
4.	Active Email ID	:
5.	Regd. No.	:
6.	Programme of Study and Group, (If any)	:
7.	Campus of Study	:
8.	Period of Study (Academic Years)	:
9.	The year when the Original Degree Certificate was obtained: (Please indicate the year of Convocation)	:
10.	Details of the payment of fee Rs.50/-	DD / IPO No. : Date:
11.	Whether the photocopy of the Original Degree Certificate is enclosed (if the photocopy is not available, it may be stated)	:
12.	State clearly the reason /circumstances for the loss of the Original Degree Certificate	:
13.	Whether a copy of the Police complaint lodged and the acknowledgement obtained thereof from the Police Station are enclosed (Please see Instruction No.4(a))	:
14.	Whether a press notification is given and the newspaper cutting enclosed (Please see Instruction No.4(b))	:
15.	Whether an affidavit furnished in a stamp paper of Rs.20/- sworn before a Notary Public / first class Magistrate is enclosed (As per the format)	:



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I undertake that, if my Original Degree Certificate which has been irrecoverably lost, is put to any unfair use by any person who may lay hands on it, I shall be liable for all consequences and loss which may accrue from such misuse.

Date :

Signature of the Candidate

I have no objection in the Institute issuing a Duplicate Degree Certificate to the above candidate.

Date :

Signature of the Director of the Campus

(Form No. 290)

INSTRUCTIONS TO CANDIDATE

1. Before applying for the Duplicate Degree Certificate the candidate should have explored all the possibilities of retracing the Original Degree Certificate and, only if he/she is convinced that the Original Degree Certificate has been lost irrecoverably, he/she can apply for the same.
2. The candidate should submit the prescribed application form duly filled in and signed by him/her, to the Controller of Examinations **through the Director of the Campus** where he/she studied.
3. An Account Payee Crossed Demand Draft / IPO for **Rs.50/-** towards fee, drawn **on State Bank of India, payable at Prasanthi Nilayam**, in favour of the **Controller of Examinations, Sri Sathya Sai Institute of Higher Learning**, must be enclosed along with the application. No other form of remittance shall be accepted (Item No.10).
4. a) In the event of loss in transit/misplacement of the Original Degree Certificate, a police complaint has to be lodged and an acknowledgement obtained from the police-station. The copy of the complaint and the original acknowledgement must be enclosed along with the application (Item No. 13).
b) Further, a press notification as per the format has to be given in a daily and the newspaper cutting has to be enclosed along with the application (Item No. 14)
5. Applicants must furnish a clear and complete postal address on a clothlined envelope (size 16 x 12 inches) with postal stamps (for Rs.48/-) affixed thereon, to ensure safe delivery of the document by the postal department, by Insured Parcel with Acknowledgement Due. The address furnished must bear the pin code number of the place and the state to which the place belongs.
6. Incomplete applications will not be entertained.

- sSs -

Format of News Paper Notification

Notice is hereby given that the undersigned has lost his/her original certificate of his/her Degree issued to him/her by Sri Sathya Sai Institute of Higher Learning. Whoever finds it is hereby requested to return the same to the undersigned immediately. Any one found in possession inspite of this Notice will be deemed to be in unauthorized and illegal possession of it and shall be liable for any misuse of the same.

Name of the Candidate:

Address:

Mobile No./Landline No.:

FORMAT OF THE AFFIDAVIT

(To be furnished on Rs.20/- Non-Judicial stamp paper, executed before a Notary Public / First class Judicial Magistrate)

I,

son/daughter of

Age Resident of

do hereby take oath / solemnly affirm and declare as under:

- 1. That the Original Degree Certificate of which was issued to me by the Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam, has been irrecoverably lost/destroyed.
- 2. That I have made a thorough and diligent search of the Original Degree Certificate but in spite of my best efforts I have not been able to recover out the same.
- 3. The duplicate copy of Degree Certificate is now required by me for the purpose of
(Give reasons stating why the duplicate copy is required and where it is to be submitted or produced).
- 4. I understand that if my Original Degree Certificate which has been lost is put to any unfair use by me or by any person in whose hands the Original Degree Certificate might fall, then I shall be liable for all consequences arising therefrom and I agree to indemnify and always keep indemnified and saved harmless the Institute for any such loss or consequences which the Institute may sustain by reason of any improper or unfair use of the aforesaid Degree Certificate.

Place:

Date:

Deponent

Verification:

I, the deponent above named, do hereby solemnly affirm / take an oath that the statements made in Paragraphs 1 to 4 of the above affidavit are true and correct to my own knowledge, and that no part of it is false and that nothing has been concealed from herein.

Solemnly affirmed / Sworn at this day

Signature of the Deponent

Attested and Identified by me.