

KANNUR



UNIVERSITY

Application for Duplicate Marklist/Grade Card/Degree Certificate

Name of the candidate (in block letters) :

Mobile Number :

Name of the Course/Programme :

Details of course studied

Year/ Semester	Register Number	Month & Year of study	Mark/ Grade obtained	Centre of Examination	Remarks

Details of Duplicate Marklist/Grade Card required

Year/ Semester	Register Number	Month & Year of study	Mark/ Grade obtained	Centre of Examination	Remarks

(PTO)

Details of fee remitted:

Chalan Number	Amount	Date	Place of Remittance

Details of paper notification:

Name of newspaper	Date	Page number

If affidavit enclosed (Tick whichever is applicable)

Yes No

Address to which duplicate Marklist/Gradecard is to be sent:
(In capital letters)
.....
.....
PIN.....

UNDERTAKING

I undertake that if the original marklist is recovered, I will intimate the fact and surrender the same.

Place.....
Date.....

Signature of the Applicant

Enclosures required:

1. Newspaper containing the notification
2. Affidavit
3. Chalan receipt (original)
4. Copy of lost marklist (if available)
5. Self addressed stamped envelope

Instructions:

1. Newspaper notification should contain all the details like Name of the candidate, Register No, Year of study, Name of course, name of University, reason for loss etc.
2. Affidavit should be in stamp paper worth ₹ 100 (signed before First Class Judicial Magistrate).
3. Affidavit should be obtained only after the expiry of 15 days of paper notification.
4. Prescribed fee should be remitted.

Assistant Registrar

Deputy Registrar

Controller of Examinations

Specimen of Advertisement for Duplicate Mark list/Grade Card/Certificate

PUBLIC ATTENTION

I (Name and Address) hereby invite to the notice of the public that my mark list/Grade Card/Certificate of Examination (month and year) with Register No. of Kannur University have/has been irrecoverably lost during travel/postal transaction/..... and as such I intend to apply for the duplicate mark list/Grade Card/Certificate. If anybody happens to get the original, kindly send the same to or intimate the undersigned or the University.

Certified that the aforesaid facts are absolutely true.

(Name and Address of the candidate)

Specimen of Affidavit for Duplicate Mark list/Grade Card/Certificate

AFFIDAVIT

I Son/Daughter of aged residing at House (Full Address with Post office, PIN Code, District, State) do solemnly affirm and state as follows:-

While I was travelling from to (place) [or specify the circumstances], I lost my mark list/Grade Card/Certificate of examination of Kannur University with Register Number of (Month and year). I have tried all my earnest efforts to get it back, but failed in that attempt. I have also made a news paper notification in (Name of newspaper) on (date).

But till date I have not got any response in this regard. Now I am convinced that the original mark list/Grade Card/Certificate of examination with Register Number of (Month and year) is/are lost irrecoverably. Hence I am applying for a duplicate of the same. I undertake that I have not misused the same for any purpose. I further undertake that if the lost document is recovered in future, the same will be surrendered to the Kannur University.

The above facts are true and correct.

Date this day of month Year.

Signature of Deponent

Signature of Judicial First Class Magistrate

Specimen of Affidavit for Duplicate of damaged/Spoiled Marklist/Grade Card/Certificate

AFFIDAVIT

I.....Son/Daughter
of.....aged.....residing
at.....House.....(Full Address with
Post Office,Pin Code,District,State) do solemnly affirm and state as follows:-

My marklist/Grade card/Degree Certificate ofexamination of Kannur
University with Register Number.....of.....(Month and Year)
have/has been almost damaged and due to rain/fire/transit/.....

Now I am convinced that the damaged/spoiled original marklist/Grade card/Degree Certificate
of.....examination with Register
Number.....of.....(Month and Year) cannot be used as legally accepted
document. Hence I am applying for a duplicate of the same. I surrender all the above damaged and
spoiled mark list/Grade card/Degree Certificate to the Kannur University, for this purpose. I undertake
that I have not misused the same for any purpose.

The above facts are true and correct.

Date thisday of.....month.....Year.

Signature of the Deponent

Signature of Judicial First Class Magistrate