

Application for Duplicate Transference Certificate

Date : / / 20

To,
Principal,
Vidya Pratishthan's,
Kamalnayan Bajaj Institute of Engg. & Technology,
Vidyanagari, Baramati, Dist. Pune - 413133

Subject: Issue of duplicate Transference certificate.

Respected Sir,

I was a pass out student of this college during the years from _____ To _____. I have lost my Transfer Certificate therefore, request you to issue me Duplicate Transfer Certificate.

I have enclosed herewith -

- 1) Photocopy of mark list of my Last Exam of _____.,
- 2) Affidavit on the stamp paper of Rs. 100/- ,
- 3) Copy of FIR from Police Station,
- 4) TC Fees receipt from the Account section.

I request you to kindly issues me Duplicate Transfer Certificates.

Thanking You,

(Signature of Student)

(For office Use)

Photocopy of Last Year mark list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Affidavit on the Stamp Paper	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of FIR from Police Station	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TC Fees receipt from the Account Section.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(Student Section)

Remarks : - _____

(Administrative Officer)

Format of Affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs. 100/- duly sworn before First Class Magistrate / Oath Commissioner / Notary Public

AFFIDAVIT

I _____ aged _____ years, S/o, D/o _____ with permanent residence at _____ underwent _____ course / programme from _____ to _____ at Vidya Pratishtan's College of Engineering, Baramati, Vidyanagari, Baramati, Dist. Pune with Registration Number _____. I do hereby solemnly affirm and sincerely state as follows :

I joined the Course / Programme _____ in the year _____ and completed the same in the year _____. On completion of the course / programme, I received all the documents and statements pertaining to my study in the college. No documents/statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my Transference Certificate issued by the college. Despite a diligent search undertaken by me to recover the Transference Certificate, I found it is impossible to retrieve the same. I presume that the Transference Certificate has been lost beyond retrieval.

I submit that the Transference Certificate mentioned supra lost by me is a very essential document concerning the course / programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate Transference Certificate lost/misplaced by me. I state that I have not in any way mis-used or improperly handled the Transference Certificate that has been lost by me. I state that I will handover the original Transference Certificate in the event of retrieval of the lost original Transference Certificate at a later date. I assure that none of the companies / industries / institutions where I have worked or have been working is in possession of any of my original Transference Certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same. I shall be punishable under I.P.C. rules 199, 200 & 193(2) of the act.

DEPONENT

PLACE :

DATE :

Solemnly affirmed and signed before me at

..... (Place) on this the (dated)

(Seal & Sign of First Class Magistrate / Oath Commissioner / Notary Public)