



jkpo;ehL Mrpupah; fy;tpapay; gy;fiyf;fofk; TAMILNADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

Gangaiamman Koil Street, Karapakkam, Chennai – 600 097- Tamil Nadu- India.

Website: www.tnteu.ac.in Phone :044-28389038

INSTRUCTIONS FOR APPLYING DUPLICATE CERTIFICATE(S)

1. Duplicate certificate(s) will be issued only when it is lost or destroyed irrecoverably.
2. Application for Duplicate certificates should be completed in every respect, otherwise it will be rejected.
3. Fee towards applying for issue of Duplicate Certificate(s) are as follows
 - ❖ Degree Certificate : Rs 2000 /-
 - ❖ Provisional Certificate : Rs 500/-
 - ❖ Statement of Mark : Rs 500/-(for each marks sheet)
4. Fees should be paid through the Online from University Website www.tnteu.ac.in (other fees e-payment).
5. Fee once paid will not be refunded or adjusted under any circumstances. Should enclose the original Online Payment Receipt with the application.
6. Original **Non-traceable certificate** issued by the **Police official** (duly signed by the Inspector or Sub-Inspector) [Appendix – 1], **an affidavit** on a **Twenty rupees Non-Judicial Stamped Paper duly signed** on the prescribed stamp by the Notary Public (original) [Appendix – 2] and the Attested photo copy of Certificate (s) should be enclosed, if available.
7. Application should be sent/submitted only by the candidate in the prescribed format. Application sent/submitted on behalf of the candidate will not be accepted.
8. Application along with the enclosures should be sent to “ **The Controller of Examinations**, Tamil Nadu Teachers Education University, Gangaiamman Koil Street, Karapakkam, Chennai – 600097 along with the following enclosures.

Controller of the Examinations

Enclosers

1. NOC from Police official
2. Xerox Copies of Old Certificate (If applicable)
3. Affidavit (Rs. 20/- Bond)
4. Online Fee Payment Receipt
5. Aadhar Xerox



jkpo;ehL Mrpupah; fy;tpapay; gy;fiyf;fofk; TAMILNADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

Gangaiamman Koil Street, Karapakkam, Chennai – 600 097- Tamil Nadu- India.

Website: www.tnteu.ac.in

APPLICATION FOR THE ISSUE OF DUPLICATE(S)

01	Name of the Candidate(as Registered in this University)	In English				
		In Tamil				
02	Name of the College, College Code where Candidate underwent the course					Code
03	Register No					
04	Period of Study/Month and Year of Passing	From	To			
05	Date of Birth					
06	Contact Number	Phone Number		Mobile Number		
07	Residential Address					
		Pin Code				
08	Certificates for which Duplicate(s) are required (Put <input checked="" type="checkbox"/>)	Statement of Marks/Provisional/Degree Certificates				
09	Whether the Originals FIR , Non Traceable Certificate and an Affidavit have been enclosed with this application (Put <input checked="" type="checkbox"/>)	FIR / Non Traceable Certificate / Affidavit				
10	Signature of the Candidates					
DETAILS OF THE PAYMENT						
11	Senders Name			FOR OFFICE USE ONLY		
	Mode			Endorsement by Finance Section		
	Amount in Rs					
	Date					
FOR OFFICE USE ONLY						
The above information are verified and found Correct						
12	Prepared by:		Folio No:			
	Examined by:		Date of Issue:			
	Controller of the Examinations					

[Appendix - 1]

FORMAT OF THE NON-TRACEABLE CERTIFICATE

This is to certify that a case/report of missing was received from Thiru /
Tmt/Selvi.....S/o/D/o.....residing
at
..... The complainant reported that he/she missed.....
..... in this connection all possible steps were taken to trace the
missing certificate(s) and were not traceable. The missing report was also
published in Crime and Occurrence Sheet No.dated
.....

**Signature of the Inspector /
Sub - Inspector with seal**

[Appendix - 2]

SWORN-IN-AFFIDAVIT

**Affidavit for the issue of Duplicate Certificate(s) duly typed in
Non – Judicial Stamp Paper value of Rs.20/-**

I,.....S/o/D/o.....
..... aged about
Years, residing at
do hereby solemnly affirm and sincerely state as follows.

I, declare and state that I have lost my (delete whichever is not applicable)

- a) Statement of Marks issued relating to the Examinations held during
....., bearing Register number.....
- b) Consolidated Statement of Marks issued after the final examinations held
During , bearing Register number.....
- c) Degree Certificate issued at the Convocation held on..... ,
bearing Register number.....

I submit that I am in need of a Duplicate Degree Certificate for my further studies as well as for my employment purposes and hence I swear this affidavit.

I submit and request the University to issue the Duplicate certificate(s). I submit and assure that I will return the Duplicate Certificate(s) to University, if my original Certificate(s) is/are found by chance.

The facts stated are true and correct to the best of my knowledge and if found false by the University, I shall abide by the decision of the University.

The above deponent sworn the above **DEPONENT**
and signed herein before me on this
dayday of20 Before me

Signed & Seal on the Notary Public