



# SIKKIM GLOBAL TECHNICAL UNIVERSITY

Estd. by Govt. of Sikkim Vide Act No 09 of 2023 & Recognised By UGC u/s 2(f) of The Act, 1956

Recent passport  
size photograph.  
The photo may  
appear on final  
document

## APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

### Instructions:

1. Duplicate Certificate will be issued only in case of lost or destroyed irrevocably.
2. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.

Enrollment No. .... Course .....

Name of the Applicant .....

Father's / Husband's Name .....

Mother's Name .....

Complete Address for correspondence .....

City ..... State ..... Pin Code .....

Contact No. .... E-mail .....

Reason for applying for duplicate certificate ?

(Please tick the relevant option)

Lost

☐

Destroyed Irrevocably

☐

### PAYMENT DETAILS

- **Normal Mode** : The Certificate will be dispatched within 8 weeks from the receipt of complete application.

Enclosed transaction slip of Rs..... of online transfer in the account of Sikkim Global Technical University, Account No : .....

IFSC Code : ..... Bank Name : .

- **Express Mode** : The Certificate will be dispatched within 4 weeks from the receipt of complete application.

Enclosed transaction slip of Rs..... of online transfer in the account of Sikkim Global Technical University, Account No : .....

IFSC Code : ..... Bank Name : .

### DECLARATION

I hereby declare that all the information provided by me is true to best of my knowledge & belief, also all the documents submitted are true copies of the original. I further declare that I am abided by the regulations and eligibility conditions of the University. I understand that I may be required to furnish additional information/ document incase of requirement from the University. I also understand that my candidature or award from the University can be withdrawn at any given point of time even after issuance, if the information submitted by me is found to be incorrect or counterfeited.

Date:.....

Place:.....

Signature of the Applicant

### MANDATORY ENCLOSURES

1. Online Transaction Fees Slip.
2. Self Attested 10<sup>th</sup> and Onwards Educational Proof.
3. Self attested photo copy of Proof of identity i.e. Aadhaar Card
4. Self attested photo copy of Copy of lost / destroyed certificate, if available
5. An Affidavit (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant duly notarized.

To be executed on Non – judicial stamp paper of Rs. 100/- and to be notarized

**AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE**

I, .....

Father's Name .....

Mother's Name .....

Resident of .....

.....

Enrollment No. ....

Course .....

I Purpose do hereby solemnly affirm as under

1. That I have lost my mark sheet issued from Sikkim Global Technical University, Namchi, Sikkim & request the university to issue duplicate mark card.
2. I undertake that if my lost mark sheet is found, I shall return the same to the university.
3. I undertake that in case someone misuses my certificate card, I shall be solely responsible for the same.

**Deponent**

I above named deponent do hereby solemnly verify that the contents of my above affidavit are true & correct within my knowledge & belief and nothing has been concealed.

**Deponent**

**Verification**

Signed and verified at ..... on this ..... Day of Year 20.....