

## **GUIDELINES FOR THE ISSUE OF DUPLICATE DEGREE CERTIFICATE**

**The following should be accompanied with the application towards issue of the Duplicate Degree Certificate**

1. Non – traceable certificate issued by the Police official (duly signed by the Inspector or Sub - Inspector) by mentioning **Crime and Occurrence** Sheet Number and Date (**original**) [**Appendix - 1**] Non – traceable certificate without **Crime and Occurrence** sheet number and Date is not acceptable.
2. An Affidavit in a Twenty rupees **Bond Paper** duly signed on the prescribed stamp by the Notary Public (**original**) [**Appendix - 2**]
3. Self addressed stamped (Rs.45) Registered post envelope at the size of **11”x15”**.
4. Attested xerox copy of Provisional and / or Degree certificate, if available.
5. Demand Draft for a sum of Rs.1000/- drawn in favour of **THE REGISTRAR, TAMILNADU TEACHERS EDUCATION UNIVERSITY**, payable at Chennai.
6. The amount once paid will not be refunded on any circumstances.

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**FORMAT OF THE NON – TRACEABLE CERTIFICATE**

**CERTIFICATE**

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

Signature of the  
Inspector / Sub – Inspector with seal.

**SWORN-IN-AFFIDAVIT**

**Affidavit for the issue of Duplicate Degree Certificate 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..... Degree Certificate(s) issued by the Tamilnadu Teachers Education University, bearing Registrar No.....passed in.....(month & year) through.....college. I submit that I have tried my best to trace out them, but could not trace the certificate(s). Immediately I submit that I have lodged a complaint at the Police Station on ..... I submit that my complaint was also published in the Crime and Occurrence Sheet vide No ..... and / Date ..... issued by the Police Station.

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

I submit that the above statement is true to the best of my knowledge.

The above deponent sworn the above and signed herein before me on this day ..... day of .....20

DEPONENT

BEFORE ME

Signature & Seal of the Notary Public