

Issue of Duplicate Certificate:

Duplicate Certificates (Grade Sheets/Study & Conduct/ Provisional Certificate/ Consolidated Marks Memo/ Transfer Certificate/ Original Degree Certificate) is issued only for genuine cases and for that purpose simple application (addressing to the Assoc Dean, Academics) enclosing the following to be sent to the Exam section, NIT Andhra Pradesh.

1. Copy of FIR filed with Police intimating the loss of the Certificate
2. Non-traceable Certificate/ letter issued by the Police authority.
3. Affidavit signed in the stamped paper (Rs. 20/-) with an undertaking to return the duplicate certificate in the case of original is found out. **(Format of affidavit given in the next page).**
4. Fee receipt (Pay Rs. 500/- (Five Hundred only) through SBI- i Collect).
5. One pass port size Photograph (For Original Degree Certificate).
6. From the date at which all necessary documents were received, the entire process took at least 15 working days.

Fee Payment process through i- Collect.

- a) Go to link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
- b) Click Check Box to proceed for payment.
- c) Select State of Corporate / Institution as **“Andhra Pradesh”**
- d) Select Type of Corporate / Institution as **“Educational Institute”** >> GO
- e) Select Educational Institutions Name as **“NIT AP FEE A/C”** >> Submit
- f) Select Payment Category as follow: **“Academic & Examination Fee”**
- g) Fill the details & Select Fee particulars as follow: **“Duplicate Certificate Fee”**

Affidavit Format:

AFFIDIVIT OF Sri/Smt /Dr. -----

I, ----- S/o, D/o -----, aged about -----
years and residing at -----
----- do hereby solemnly affirm and sincerely
state as follows :

I state that I have lost my ----- degree certificate (Roll No. - -----)
given in the year ----- and if I do manage to recover or find the original -----
certificate, I shall return the duplicate certificate to the concerned authorities at NIT
Andhra Pradesh, Tadepalligudem-534101.

The above-mentioned facts are true and correct to the best of my knowledge,
information and belief.

Signature of the Deponent

Solemnly affirmed at _____ On this ----- day
of -----20YY And signed her name in my
presence

Deponent signed before me
Seal of the Notary