



## **Procedure for Applying for Duplicate Marksheets / Grade Cards**

**The duplicate Marksheet / Grade Card is issued only if the original is lost or stolen.**

**(A) Procedure:-** To get a duplicate marksheet in the event of loss of original marksheet, write an application (in prescribed format given below) addressed to the **Controller of Examination, NIT Raipur** for issuing duplicate Marksheet mentioning the loss of his/her original Marksheet. The following documents are to be enclosed with the application for duplicate marksheet:-

- (i) First Information Report (FIR) **in original** clearly mentioning loss of original marksheet

**OR.**

An affidavit prepared by the Notary on a non- judicial stamp paper of Rs.10/-.  
(*The matter to be printed on the affidavit is detailed below*)

- (ii) Attach a copy of the original marksheet issued to him by NIT Raipur (if available).
- (iii) Payment receipt of S.B.I. Collect (online) for a sum of Rs. 100/- per marksheet/grade card. The payment must be made through S.B.I. Collect mode only available on the Institute website.
- (iv) Send the application along with the above mentioned documents to following address:-

***The Controller of Examination  
Examination Section  
National Institute of Technology,  
G. E. Road, Raipur  
Chhattisgarh - 492010***

**(B) Charges:-** Candidate has to pay an amount of **Rs. 100/- per marksheet/grade card** through S.B.I. Collect mode only available in the Institute website. On completion of payment, student must take print out of the payment receipt for submission along with the application.

**(C) Check List:-** Candidate should check the followings before sending application:-

- (i) Application in prescribed format (given below) for issue of duplicate marksheet with complete postal address.
- (ii) S.B.I. collect payment receipt for Rs. 100/- per marksheet/grade card.
- (iii) FIR for loss / stolen of original marksheet/grade card (in original) **OR** Affidavit in original.
- (iv) Xerox copy of the original marksheet/grade card issued to him by NIT Raipur (if available).



(D) **Processing:-** The duplicate marksheet/grade card will be prepared same as original one except the inscription of 'DUPLICATE' on top of the duplicate marksheet/grade card.

(E) **Clarification.** Candidates can clarify their queries, if any, on phone no. 0771-6534775 or by writing email to [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)

\*\*\*\*\*

## **Matter to be printed on Affidavit if FIR is not Enclosed**

*(To be printed on a non-judicial stamp paper of Rs.10/-)*

### **AFFIDAVIT**

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER/MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I am / was a student of National Institute of Technology, Raipur from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed / failed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> and <SEMESTER> from National Institute of Technology, Raipur in the year < YEAR>.
3. That, the original <NAME OF THE PROGRAMME> marksheet / grade card issued to me by the National Institute of Technology, Raipur has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original marksheet being traced out.
4. That, in the unlikely event of the original marksheet ever getting found, will not be misused.

**Deponent**

### **Verification**

Verified that the contents of this affidavit are true and correct to the best my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFEDEVIT>  
Place: <CURRENT CITY OF YOUR STAY>

**Deponent**



## Application for Duplicate Marksheet / Grade Card

To,

The Controller of Examination  
Examination Section  
National Institute of Technology,  
G. E. Road, Raipur  
Chhattisgarh - 492010

**Subject:- Application for Issue of Duplicate Marksheet / Grade Card.**

Sir / Madam,

I am / was a student of National Institute of Technology, Raipur. I appeared and passed / failed the (*name of degree*) \_\_\_\_\_ Degree in (*branch*) \_\_\_\_\_ and semester \_\_\_\_\_ from NIT, Raipur.

The original (*semester/s*) \_\_\_\_\_ marksheet / grade card issued to me by the National Institute of Technology, Raipur has been lost / stolen to the best of my knowledge and belief. There is no immediate likelihood of the said original marksheet being traced out.

Therefore, I kindly request you to issue me duplicate (*semester/s*) \_\_\_\_\_ marksheet / grade card. The required documents to support the claim of loss of my original marksheet/grade card are enclosed herewith. My S.B.I. collect payment reference no. is \_\_\_\_\_ dated \_\_\_\_\_.

Yours faithfully,

Sign \_\_\_\_\_

Name : \_\_\_\_\_

Roll No.: \_\_\_\_\_

Contact No. \_\_\_\_\_

Complete Postal Address with Pin code

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Enclosures:-

- (i) Self attested S.B.I. Collect payment receipt.
- (ii) FIR for loss / stolen of original marksheet / grade card (in original) **OR** Affidavit.
- (iii) Xerox copy of the original marksheet / grade card issued to him by NIT Raipur (if available).