



**तमिलनाडु केन्द्रीय विश्वविद्यालय**  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
नीलक्कुड़ी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,  
तिरुवारूर/Thiruvavarur - 610 101  
☎: +91-94891-79025

**FORM OF APPLICATION FOR ISSUE OF DUPLICATE DEGREE/MIGRATION CERTIFICATE**

1.	Name of the Applicant	
2.	Register No	
3.	Degree & Branch	
4.	Duplicate Certificate Required (Please Tick)	1. Degree Certificate <input type="checkbox"/> 2. Migration Certificate <input type="checkbox"/> 3. Both <input type="checkbox"/>
5.	Address to which Certificate to be sent in case if needed by post. (In Block Letters)	
6.	Contact No	Landline: Mobile:
7.	Fee: <b>(Rs.100/- for Migration &amp; Rs.250/- for Degree Certificate)</b> (For details/instructions, please see overleaf)	1. If payment is made through IOB Challan: Transaction No.: Branch Name/Location: Branch Code:  2. If the payment is made through NEFT (where IOB Branch is not available): UTR No: Bank Name: Branch Name/Location with Code:
8.	Enclosures	1. Photo copy of Transfer Certificate. 2. Proof of payment. 3. Please refer <b>Annexure A</b> for Duplicate Degree Certificate and <b>Annexure B</b> for Duplicate Migration Certificate which are enclosed herewith.

DATE:

SIGNATURE  
NAME \_\_\_\_\_

**Address to which the application is to be sent:**

The Deputy Registrar (Exam),  
Administration Block, Central University of Tamil Nadu,  
Neelakudi Campus, Kangalancherry,  
Thiruvavarur – 610 101.

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE CERTIFICATE**

- A duplicate copy of the Degree Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that the original Degree Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
- In very special cases subsequent copy of the Degree Certificate may be issued for not more than four times on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Degree Certificate issued previously by the university has been lost or destroyed, and on payment of the fee as are prescribed for the same of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 20/- BEFORE FIRST CLASS MAGISTRATE**

I ..... Son / Daughter of Shri .....  
do hereby solemnly declare that the original Degree Certificate dated ..... issued to me by the Registrar, Central University of Tamil Nadu, Thiruvarur - 610 101 on my having passed the ..... Examination in ..... under University Registration No. .... has been lost/destroyed.

I have filed an F.I.R. with ..... Police Station ..... and a copy of the same duly attested by a Gazetted Officer / First Class Magistrate are appended hereto.

I also undertake that if my Original Diploma / Degree / Certificate which has been lost, if put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

**Deponent**

Signature: .....

Address: .....

.....

**Verification:**

Verified at ..... this ..... day of .....20 that the contents of my affidavit are true to the best of my knowledge.

**Deponent**

**SWORN BEFORE ME**

Signature: .....

Designation: .....

Office Seal: .....

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY  
MIGRATION CERTIFICATE:**

Duplicate Migration Certificate can be issued on payment of prescribed fee in case has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 20/- to be sworn before a Magistrate on the following format.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF  
THE VALUE OF RS. 20/- BEFORE FIRST CLASS MAGISTRATE**

“I,..... Son/daughter of ..... resident of  
..... hereby solemnly declare that the Migration  
Certificate No. .... Dated ..... issued to me by the Central  
University of Tamil Nadu, Thiruvarur – 610 101 to enable me to join ..... University  
has been lost and I did not join any other University of the basis of the same nor have I submitted the same for  
joining any other University”.

## **INSTRUCTIONS for payment of Fees:**

### **Prescribed Fee:**

- a. Duplicate Migration Certificate - Rs.100/-
- b. Duplicate Degree Certificate - Rs.250/-
- c. Please remit Rs.50/- additional if certificate required by post.

## **MODE OF PAYMENT:**

**Candidate may avail any one of the following payment mode:**

### **(a) Where Indian Overseas Bank (IOB) Branch is available:**

The Challan for making the payment is to be downloaded from our website [www.cutn.ac.in](http://www.cutn.ac.in). Applicable fees, is to be deposited in any of your nearby Indian Overseas Bank Branch after duly filling the downloaded Challan. The Challan contains three parts, first part will be retained by the bank, second part duly stamped by bank with transaction number & date is to be enclosed with application and third part is to be retained by applicant for future reference. Transaction number mentioned by the bank in the Challan with other details is to be filled in Sl.No.7(1) of the application form.

### **(b) Where IOB Branch is not available:**

Fee may be remitted/ transferred through any NEFT enabled scheduled bank by obtaining the Challan for NEFT from the respective bank & filling up the following details:

Account Number	: 226601000000014
Account Name	: Central University of Tamil Nadu
IFSC Code	: IOBA0002266
Name of Payee Bank& Branch	: INDIAN OVERSEAS BANK, THANDALAI (code:2266)
Payee Bank Address	: Collectorate Annexe, Thanjavur Road, Thiruvarur- 610 004
Type of account	: SAVINGS BANK

### **(c) Demand Draft:**

Prescribed Fee for the required certificate may also be in the mode of Demand Draft drawn in favor of **“Central University of Tamil Nadu”**, payable at **Thiruvarur**.

- (i) Unique Transaction Number (UTR No.) is to be filled by obtaining the same from the bank along with bank details in Sl.No.7(2) of the application & copy of NEFT counterfoil is to be enclosed with the application.
- (ii) IOB Deposit Challan / NEFT counterfoil should be placed/tagged at the top of the application. Applicants remitting fees through NEFT are advised to keep a copy of NEFT challan for their future reference.
- (iii) The fee sent through Money Order, Indian Postal orders, Crossed Cheques, Currency Notes and Treasury Challans will not be accepted by the University and such applications will be treated as without fee and will be summarily rejected.