Rules for issuance of Duplicate Degrees and Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen.
An application has to be made to the Associate Director (Academic) mentioning the reason for the request for the duplicate certificate, having reference to the Degree Awarded, Year of award of Degree and the place of study. This application has to be signed by the student himself and submitted with all documents in original as mentioned below (see Section A).

A. PROCEDURE
   (i)   For replacement of damaged certificate, it must be submitted along with the application.
   (ii) For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.
   (iii) Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found. (*Format of affidavit is given in the next page*)
   (iv) For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by AcSIR (if available)

B. CHARGES

For Certificates issued within 10 years
Rs. 3000/- per copy for applicants living in India
USD 200/- per copy for applicants living abroad

For Certificates issued more than 10 years ago
Rs. 5000/- per copy for applicants living in India
USD 250/- per copy for applicants living abroad

The charges are to be transferred/deposited to the following Bank account of AcSIR:

AcSIR Bank a/c No.:	**32594652804**
Branch Code No.:	**04285**
Branch Name:	**Tidel Park**
MICR code:	**600002105**
IFSC code:	**SBIN0004285**

Please enclose a copy of the transaction slip of the payment along with the application and e-mail a copy of proof of fee submission (transaction slip) to fao@acsir.res.in with a copy to info@acsir.res.in for further processing of the application.

C. PROCESSING TIME:

For Certificates issued within 10 years
45 days from the date of receipt of the Fee

For Certificates issued more than 10 years ago
60 days from the date of receipt of the Fee

Excluding postal time

Approved by Senate at its 17th Meeting
                                                   Held on 19th August, 2016

After receiving the application along with the above mentioned documents, the office of the Associate Director (Academics) will process the application and a duplicate degree will be issued to the student. The Certificate will be marked as "Duplicate" on top.

Such certificate will be signed by the Assistant/Associate Director (Admin. & Finance).

D. Proforma for affidavit

I, **<Name of the Student>** son/daughter of Sh./Smt. **<Name of Father/Mother>**, resident of **<Present residential Address>**, hereby solemnly declare and affirm as under:

1) That I was a student of Academy of Scientific and Innovative Research (AcSIR) from **<month & year>** to **<month & year>**.

2) That I appeared and passed **<Program Name>** from **<Lab Name>** in the year **<Year>**.

3) That the original **< Program Name>** Degree Certificate conferred on me by AcSIR has been lost and to the best of my knowledge and belief there is no likelihood of the said original certificate to be found.

4) That in the unlikely event of the original certificate is found, I shall return the duplicate certificate to the concerned authorities at AcSIR.

Deponent

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

Deponent

Date **<Date of writing Affidavit>**
Place **<Current City of your stay>**

Approved by Senate at its 17th Meeting
Held on 19th August, 2016