**Chaitanya Bharathi Institute of Technology (A)**

**Application for Duplicate Transfer Certificate**

To:

The Principal,

Chaitanya Bharathi Institute of Technology (A),

Gandipet, Hyderabad.

 **Subject: Issue of duplicate Transfer Certificate (TC).**

Respected Sir,

 I was a passed out student of this college and studied my B.E./B.Tech.( ), ME/M.Tech( ), MBA&MCA ( ) from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_. I have lost my Transfer Certificate therefore request you to issue me Duplicate Transfer Certificate.

I have enclosed herewith:

1. Original copy of Police Report (FIR) stating that the original Transfer Certificate is not traced.
2. Photocopy of ID Proof (Aadhar).
3. Photocopy of Degree Certificate.
4. Bonafide or Conduct Certificate issued by CBIT
5. Affidavit issued by First Class Magistrate on Rs. 100/- Non-Judicial bond paper.
6. Challan issued by CBIT ( for Rs. 1000/-)

 I request you to kindly issues me Duplicate Transfer Certificates.

 Thanking you,

 (Student Signature)

**(For office Use)**

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| --- | --- |
| Original copy of Police Report (FIR)  | Yes No |
| Photocopy of ID Proof (Aadhar)  | Yes No |
| Photocopy of Degree Certificate | Yes No  |
| Bonafide or Conduct Certificate issued by CBIT  | Yes  No |
| Affidavit issued by First Class Magistrate  | Yes  No  |
| Challan issued by CBIT (for Rs. 1000/-)  | Yes  No  |

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person - Incharge Director – AEC & CoE

 (Student Section)