

KERALA AGRICULTURAL UNIVERSITY**Proceedings**

KAU - Education–Issuance of duplicate transfer certificate- Guidelines, format of affidavit and fee -Approved– Orders issued.

DIRECTORATE OF EDUCATION**KAUEDU/17/2023-EDU B3****24-09-2023**

Read: - 1) Minutes of 139th meeting of Academic Council of KAU held on 31/3/2023.

2) Minutes of the special meeting of Academic Council held on 11/7/2023.

ORDER

As per paper read (1), a proposal was placed before the 139th Academic Council regarding the issuance of Duplicate Transfer Certificate. The Council has directed to formulate guidelines for issuing duplicate Transfer Certificate.

Accordingly, the guidelines for issuing duplicate Transfer Certificate were placed before the Special Academic Council and as per paper read (2), the Council approved the conditions/format of the affidavit and fee for issuance of duplicate Transfer Certificate.

In the circumstances, in consonance with the decision of the Special Academic Council, the following documents are made mandatory for the issuance of Duplicate Transfer Certificate in KAU.

1. An application addressing the Head of College.
2. An affidavit on stamp paper worth Rs.100/- signed before a first class judicial magistrate/Notary Public
3. A Challan receipt of fee (Rs.1600/-) remitted towards the fee prescribed for duplicate TC.

The detailed guidelines towards the issuance of Duplicate Transfer Certificate and the format of affidavit to be furnished along with the application are attached as Annexure to this Order.

S. Gopakumar

DIRECTOR OF EDUCATION

To

1. Deans of Faculty/Deans of all colleges under KAU.
2. The Controller of Examinations (to incorporate in the Academic Handbook of KAU)
3. Academic Officers of all colleges under KAU.
4. Programmer (Acad)

Copy to

1. PS to VC/ PA to Registrar/Steno to Director of Education/

I/4557/2023

2. Prof (Acad)/Joint Registrar/ All Section Officers of Directorate of
3. Education/ SF/ Spare

ANNEXURE

Appendix VI b.

DUPLICATE TRANSFER CERTIFICATE

1. Duplicate of Transfer certificates will be issued by the colleges/teaching institutions under Kerala Agricultural University hereafter and the following rules have been prescribed.
2. Fee, as prescribed by the university, will be collected from the candidates for the certificate.
3. The candidate should execute an affidavit on a stamp paper worth Rs.100/ in the presence of an I-Class Magistrate or Notary Public to the effect that the original transfer certificate issued by the institution is irrecoverably lost/damaged. A photograph of the candidate duly attested by the same Magistrate or Notary Public should also be affixed to the affidavit.
4. Aadhar and ID proof copies should be submitted along with the application.
5. The duplicate certificate will be rubber-stamped DUPLICATE on the margin.
6. Duplicate certificate will be issued only after verification of the student file concerned and necessary entries in having issued the duplicate certificate will be made in the record maintained by the college/teaching institution.

AFFIDAVIT

I,
S/o / D/o
aged..... now residing
 in District do hereby solemnly affirm
 and state the following.

1. I have passed the examination of
from the Kerala Agricultural University with Admission
 No.....

2. I completed my above course at

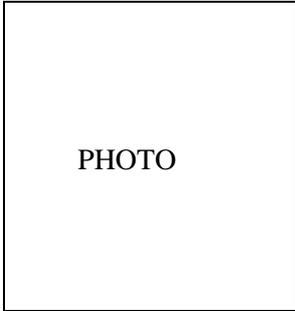
3. I have received my transfer certificate. But the same was
 irrecoverably lost ondue to

4. As my transfer certificate was irrecoverably lost, justice requires that a duplicate
 Transfer certificate be issued.

5. I have not submitted my original TC to any institution to gain admission to any other course.

6. All the above statements are true to my knowledge and belief.

Dated this the day of
.....Two thousand and



DEPONENT