

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)

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

Remarks: _____

Person - Incharge

Director – AEC & CoE