

**APPLICATION FOR OBTAINING DUPLICATE TRANSFER CERTIFICATE**

To,  
The Principal  
R.C.O.E.M. Nagpur.

Date:- \_\_\_\_\_

Respected Sir,

I was a regular student of this college during the years from \_\_\_\_\_ To \_\_\_\_\_. I have lost my Transfer Certificate therefore, request you to issue me Duplicate Transfer Certificate. I enclose herewith a copy of FIR from Police Station, Affidavit on the stamp paper of Rs. 100/- and receipt of Rs. 100/- from the Accounts section Receipt No \_\_\_\_\_ dated. \_\_\_\_\_ (Copy enclosed)

My particulars are as under:-

- ✓ Full Name :- (Ms/Mr.) \_\_\_\_\_  
(First Name) (Last Name)
- ✓ Fathers Name :- \_\_\_\_\_ Mothers Name :- \_\_\_\_\_
- ✓ Program:- \_\_\_\_\_ Branch :- \_\_\_\_\_
- ✓ Caste :- \_\_\_\_\_ ( pls. attach photocopy of 12<sup>th</sup> leaving OR Caste validity Certificate)
- ✓ Enrolment No:- \_\_\_\_\_ Date Of Birth :- \_\_\_\_\_
- ✓ Result of the Examination Pass/ Fail:- \_\_\_\_\_ Last Exam Roll No. :- \_\_\_\_\_
- ✓ Nationality:- \_\_\_\_\_ Mobile No: - \_\_\_\_\_

I have also enclosed herewith the photocopy of mark list of my Last Exam of \_\_\_\_\_ and a copy of transfer certificate issued earlier and request you to kindly issues me Duplicate Transfer Certificates.

Thanking You,

Yours faithfully

(Signature of Candidate)

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**(FOR OFFICE USE ONLY)**

Duplicate Transfer certificate no. \_\_\_\_\_ Date \_\_\_\_\_ issued to above candidate.

Date:-

Signature of clerk