

**APPLICATION FOR OBTAINING DUPLICATE TRANSFER CERTIFICATE**

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

To,  
The Principal  
Yeshwantrao Chavan College of Engineering,  
Wanadongri, Nagpur.

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 for Duplicate TC, Receipt No \_\_\_\_\_ dated. \_\_\_\_\_ (Copy enclosed)

My particulars are as under:-

Full Name :- (Ms/Mr. \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Fathers Name :- \_\_\_\_\_ Mothers Name :- \_\_\_\_\_

Program :- BE / M.Tech, Branch :- \_\_\_\_\_

Registration No. \_\_\_\_\_ Date of Birth :- \_\_\_\_\_

Email Id :- \_\_\_\_\_ Mobile No: - \_\_\_\_\_

I have also enclosed herewith the photocopy of mark list, transfer certificate issued earlier, FIR, Original Affidavit & prescribed fees receipt. I request you to kindly issues me Duplicate Transfer Certificates.

Thanking You,

Yours faithfully

(Signature of Candidate)

*(FOR OFFICE USE ONLY)*

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

Date:-

**Signature of Clerk**