



## INDIAN INSTITUTE OF CRAFTS & DESIGN

J-8, Jhalana Institutional Area, Jaipur, 302004. India

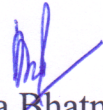
No.:IICD/ Secy/Conv.05/2016-17 /4658

Date: 28 February 2017

### Office Order

In continuation of this office order No: IICD/Secy/Conv.05/2016-17 dated 02.12.16, it is clarified that for receiving Duplicate Diploma Certificate, Mark-sheets and other distinctions, candidates are required to furnish details available with them.

If details such as serial number of certificate, date of issuance, course duration and roll number are not available with the candidates, the same may be obtained from IICD on the basis of records available. In addition to the above, all mandatory requirements are to be furnished by the candidate for obtaining the duplicate documents.

  
(Chhaya Bhatnagar)

Secretary

Copy to the following for information and needful:

1. Sr. PA to Director General
2. Dean (A)
3. DR (A)
4. CAM
5. FA UG/PG
6. Student Notice Board
7. PA to Secretary
8. IICD website

  
Secretary





भारतीय शिल्प संस्थान

**INDIAN INSTITUTE OF CRAFTS & DESIGN**

(An initiative of Government of Rajasthan and managed by Ambuja Educational Institute)  
J-8, Jhalana Institutional Area, Jaipur, India 302004

No. IICD/Sec/Conv.05/2016-17/

Date: 2/12/2016

**Office Order**

**ISSUE OF DUPLICATE DIPLOMA CERTIFICATE, MARKSHEETS and OTHER  
DISTINCTIONS**

The certificate of diploma conferred on a student is issued only once. The duplicate diploma is issued **only** for genuine cases, if the original diploma certificate is really lost or stolen or damaged.

The following procedure is to be adopted by the candidate for getting a duplicate diploma in case of loss/theft:

1. Register an FIR (First Information Report) for loss/theft of the diploma certificate to the nearest Police Station.
2. Advertise the loss in National Daily furnishing the details of the diploma and the full address of the candidate with a request for return of the document if received within a reasonable period. After waiting for 15 days should apply with the newspaper cutting.

A requisition letter duly signed by the candidate for application of duplicate diploma mentioning the damages/loss of the degree and reference of above documents is to be addressed to

The Deputy Registrar (Academic)  
Indian Institute of Crafts & Design,  
J-8, Jhalana Institutional Area,  
Jaipur – 302004

Enclosing the following:

1. Copy of FIR (First Information Report) filed with Police intimating the loss of the certificates.
2. The full sheet of the copy of the notification published in a newspaper regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
3. A non- traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning Crime and Occurrence Sheet Number and Date. (Format for non-traceable certificate given at page number 4)
4. Candidate applying for the duplicate of the diploma certificate in lieu of accidental mutilation should produce the damaged original document along with the written application stating the nature and cause of damage.
5. An Affidavit on a non-judicial stamp paper of Rs. 50/-, duly signed on the prescribed stamp by the Notary Public (original) with an undertaking to return the duplicate diploma in the case the original diploma is found. (Format of affidavit given at page number 3)



6. Attested photo copy of Mark statement(s), Provisional certificate, the diploma certificate issued by the institution and photo identity card. Acceptable forms of photo identity card types are limited to Driver's License, Passport, PAN card, Voter ID & UID.
7. A payment of processing fee for duplicate certificates, marksheets remitted through the Demand Draft drawn in favour of the "Indian Institute of Crafts & Design" payable at Jaipur.
8. A self addressed (legibly written in BLOCK LETTERS with pincode) cloth lined envelope of size 11" x 15" for receiving the certificate(s) by post.

The following charges shall be applicable for issue of duplicate of certificates/ marksheets:

Processing fee	Charges for Request from India (Rs.)
Duplicate Diploma	1000
Duplicate Marksheet per copy	250
Duplicate Provisional Certificate per copy	250
Mailing charges within India	200

For additional information, further clarification and details mail to [dracademics@iicd.ac.in](mailto:dracademics@iicd.ac.in).

Applicants may kindly note that it takes approximately 45 working days from the day of receiving the above documents to process an application for the issuance of a duplicate certificates/ marksheets.

*Handwritten signature*

*Handwritten signature*  
Secretary,  
IICD

Copy to:

1. Sr. PA to Director General
2. Dean (A)
3. Deputy Registrar (A)
4. Chief Accounts Manager
5. Faculty Assistants UG, PG
6. Student Notice Board
7. IICD website

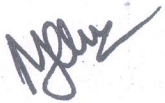
**Format for Affidavit**

AFFIDIVIT OF Mr./Ms. \_\_\_\_\_

I, ..... (Name of the student), son/daughter of Shri  
....., aged about.....years and residing at .....  
..... do hereby solemnly affirm and sincerely  
state as follows :

I state that I have lost my..... diploma certificate (Roll No. ....  
.....) given in the year .....and if I do manage to recover or find  
the original.....certificate, I shall return the duplicate certificate to the concerned  
authorities at IICD, Jaipur.

The above mentioned facts are true and correct to the best of my knowledge, information and  
belief.




Signature of the Deponent

Solemnly affirmed at Jaipur

On this .....day of .....  
and signed his/her name in my presence

Deponent signed before me  
Seal of the Notary





Format for non-traceable certificate

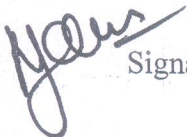
**NON-TRACEABLE CERTIFICATE**

This is to certify that a case/report of missing was received from Thiru/ Tmt /Selvi.....S/o/D/o.....residing at

.....

The complaint reported that he/she missed.....

In this connection, all possible steps were taken to trace the missing certificate(s) and is/are not traceable. The missing report was also published in Crime and Occurrence Sheet No.....dated.....



Signature of the Inspector/Sub-Inspector with round seal