

**Affidavit Format**

(In case of loss of transcript/grade-sheet/certificate this Affidavit to be written on non-Judicial Stamp Paper of Rs. 10/-)

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**Affidavit of** \_\_\_\_\_

I, \_\_\_\_\_, date of birth \_\_\_\_\_  
son/daughter of Sri/Smt \_\_\_\_\_ and residing at

\_\_\_\_\_  
\_\_\_\_\_  
do hereby solemnly declare and affirm as follows :

1) That I am/was a student of Ramakrishna Mission Vivekananda Educational and Research Institute [Formerly Known as Ramakrishna Mission Vivekananda University] during the session \_\_\_\_\_ to \_\_\_\_\_ persuing the programme \_\_\_\_\_ and passed the last/ final exam in the session (month and year) \_\_\_\_\_.

2) I state that I have lost my \_\_\_\_\_ transcript/grade-sheet/ degree certificate (ID/ Reg. No. - \_\_\_\_\_) given in the year \_\_\_\_\_ and if I do manage to recover or find the original copy of the same, I shall return the duplicate transcript/grade-sheet/degree certificate to the University authorities.

The above mentioned contents of the affidavit are true and correct to the best of my knowledge and belief.

Signature of the Deponent

Date:

Place:

Solemnly affirmed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(Year) And signed his/her name in my presence

Deponent signed before me

Seal of the Notary