

NO.F.6(4)/TIT/2007-08/  
Government of Tripura  
Tripura Institute of Technology  
Narsingarh, Tripura (West)

Dated, Narsingarh, .....

To  
The Registrar  
Tripura University ( A Central University)  
Surjamaninagar,  
Agartala, Tripura(W)

Subject :- Request for issuance Duplicate Degree / Diploma Registration certificate in  
favour of Sri / Smt. ....

Sir,

Please find enclosed herewith an application of Sri / Smt .....  
S/O,D/O Sri ..... bearing Roll No. ....  
who has lost his / her original Duplicate Degree / Diploma Registration certificate. Subsequently  
he / she has made G.D. Entry, in ..... Police Station bearing No. ....  
Dated.....

In this regard I, therefore, request your good office kindly to look into the matter and  
issue Duplicate Degree / Diploma Registration Certificate in favour of the above mentioned  
student at your earliest convenience.

This is for favour of your kind information and necessary action please

Yours faithfully,

- 1.
- 2.

(Dr. Sekhar Datta)  
Principal  
Tripura Institute of Technology  
Narsingarh, Tripura (West)

Enclo:-

1. Original copy of G.D. Entry bearing No. .... dated .....
2. Xerox copy of Registration Certificate ( No..... of ..... )