

**EDUCATION BRANCH**

**REVISED PROCEDURE/REQUIREMENTS TO BE FULLFILLED BY  
EX-NDA CADETS FOR OBTAINING VARIOUS CERTIFICATES  
FROM JNU, NEW DELHI**

1. The procedure / requirements on the cited subject has been revised and approved by the competent authority on file.
2. The copy of the revised procedure / requirements is placed as Appx 'A'.
3. It is requested that the revised procedure / requirements may be promulgated in the NDA CAN and NDA website.

**Sd/-xxxx**  
(Prof OP Shukla)  
Principal

Col KK Sharma  
JD IT & Comn

**NATIONAL DEFENCE ACADEMY, KHADAKWASLA PUNE - 411 023**

**PROCEDURE/REQUIREMENTS TO BE FULFILLED BY THE EX-NDA CADETS FOR OBTAINING VARIOUS CERTIFICATES FROM JNU**

**A. MIGRATION CERTIFICATE**

- (a) Application to be addressed to the Principal, NDA along with following details:-
- |   |                            |
|---|----------------------------|
| (i) Name in full                                    | (ii) Full Name in Hindi    |
| (iii) Father's Name                                 | (iv) Stream                |
| (v) JNU No  | (vi) Academy No.           |
| (vii) Date of joining                               | (viii) Date of passing out |
| (ix) Correspondence Address                         |                            |
| (x) Reason for requirement of Migration Certificate |                            |
- (b) Photocopy of Degree certificate to be attached.
- (c) Photocopy of Transcript certificate to be attached.
- (d) A crossed Demand Draft for Rs 100/- in favour of "Commandant, NDA" payable at Pune as fee for migration certificate.

**B. DUPLICATE TRANSCRIPT (MARKSHEET) CERTIFICATE.**

- (a) Application to be addressed to the Principal, NDA along with following details:-
- |                                     |                                  |
|-------------------------------------|----------------------------------|
| (i) Name in full                    | (ii) Full Name in Hindi          |
| (iii) Father's Name                 | (iv) Stream                      |
| (v) JNU No                          | (vi) Academy No.                 |
| (vii) Date of joining               | (viii) Date of passing out       |
| (ix) One latest Passport Size Photo | (x) One photocopy of Aadhar card |
| (xi) Correspondence Address         |                                  |
- (b) A crossed Demand Draft for Rs 200/- in favour of "Commandant, NDA" payable at Pune as fee for Transcript (Mark sheet) certificate.
- (c) Original copy of FIR lodged in local Police station regarding loss of Transcript (Mark sheet) certificate.
- (d) Original copy of announcement in lost and found column in local news paper stating that original Transcript (Mark sheet) certificate has been lost.
- (e) Affidavit on Court Papers regarding loss of certificate(s).

**C. DUPLICATE DEGREE/DUPLICATE MIGRATION CERTIFICATE.**

- (a) Application to be addressed to the Principal, NDA along with following details:-
- |                                     |                                  |
|-------------------------------------|----------------------------------|
| (i) Name in full                    | (ii) Full Name in Hindi          |
| (iii) Father's Name                 | (iv) Stream                      |
| (v) JNU No                          | (vi) Academy No                  |
| (vii) Date of joining               | (viii) Date of passing out       |
| (ix) One latest Passport Size Photo | (x) One photocopy of Aadhar card |
| (xi) Correspondence Address         |                                  |
- (b) A crossed Demand Draft for Rs 300/- in favour of "Commandant, NDA" payable at Pune as fee for Degree / Migration certificate.
- (c) Photocopy of Transcript (Mark sheet) certificate to be attached.
- (d) Original copy of FIR lodged in local Police station regarding loss of Degree/Migration certificate.
- (e) Original copy of announcement in lost and found column in local news paper stating that original Degree/Migration certificate has been lost.
- (f) Affidavit on Court Papers regarding loss of certificate(s).

**NOTE :**

- a) All the above mentioned documents/DDs to be forwarded to the Principal, NDA for processing.
- b) The Certificates will be prepared at NDA and then forwarded to JNU for Seal & Signatures. After receipt from JNU they will be forwarded to the concerned officer(s) by Registered AD/SDS.
- c) If there is a requirement of more than one certificate then a single DD for consolidated amount is to be forwarded alongwith the aforesaid documents.
- d) The whole procedure takes at least 6 weeks from the date of receipt of the application.