Internet Form This is an Internet form and price of the form must be deposited with the prescribed fees. **Directions for guidance of candidates** Entry No. GURU NANAK DEV UNIVERSITY **Application Form for a Duplicate Certificate** Read directions carefully before filling this form. Important Notes : (1)Use separate form for each certificate. (2)Candidates applying for a University certificate, should get the certificate given Overleaf signed by any one of the following: 1. Principal of a college affiliated to this University. 2. Head of the Teaching Deptt. of this University. 3. An Officer of the University not below the rank of Assistant Registrar in the case of University employees. The office seal of the Attesting officer must be affixed All the particulars given below should be filled in carefully, neatly and accurately in Block Letters by the candidate himself/herself. The office will not be responsible for any delay in case the form is not complete in all respects. Name of Applicant 1 _____ 2_____

Bank Draft.

(d) When it is not possible to send the Bank Draft, the applicant is advised to communicate the Money Order receipt number and the name of the Post Office or quote the University Fee receipt number with date which is given on the back of the money order coupon received from the University.

(e) When remitting fee by Money Order the candidate must state the purpose, Roll No, Name and Year of the examination on Money Order coupon also.

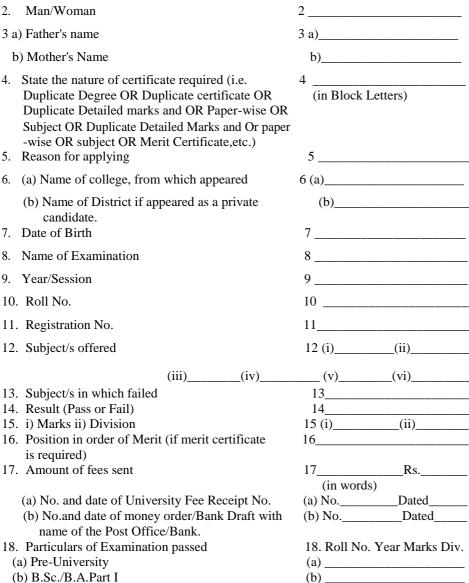
(f) The detailed marks certificate is not issued to the candidates reappearing in B.A./B.Sc. & M.A. examination to improve their division and whose result has been declared fail. (g) Copy of FIR lodged against lost

Degree/DMC must be attached with this form.

ATTESTING AUTHORITIES FOR DUPLICATE **DEGREE/CERTIFICATE Etc.**

For getting Duplicate Degree/Certificate/Detailed Marks Card etc., the Application Form must be attested by :-

- i) The Principal of a college affiliated to Guru Nanak Dev University. OR
- ii) Head of a Teaching Department of Guru Nanak Dev University. OR
- iii) An Officer of Guru Nanak Dev University, not below the rank of an Assistant Registrar. (In case of University Employee).



(c) _____

(d) _____

(e) _____

(f) _____

(g) _____

(h)_____ (i) _____

19_____

- (b) B.Sc./B.A.Part I (c) B.Sc./B.A.Part II
- (d) B.Sc./B.A.Part III
- (e) Pre-Engg./Pre Med.
- (f) M.A./M.Sc.
- (g) O.T. & M.I.L
- (h)

1.

2.

- (i)
- 19. Address on which the certificate should be sent (for office record)

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- Attested photo

(a) All the particulars should be filled in carefully, neatly and accurately by the candidate himself/herself. The Office will not be responsible for any delay in case the form is not complete in all respects.

(b) The certificate will ordinarily be issued within a month of the receipt of the application and the prescribed fee provided that the form is complete in all respects.

(c) The Bank Draft must be drawn in favour of the Registrar, Guru Nanak Dev University, Amritsar and should be crossed before despatch. The fee is payable only by

Paste Your

		Page 2 of 2
Dated Signature of applicant		Also see important instruction No. 2 at the end of this page.
Name and full address for correspondence	Name and full address for despatch Of certificate (Block Letters)	FEES
		1. a) i) Duplicate Certificate} ii) Merit Certificate }Rs.600 iii) Subject Certificate } iv) Detailed Marks Card}
1. (a) The attesting officer must affix his offic	rial stamp failing which the	b) Duplicate Degree Rs. 800 i) Paper-wise detailed } Rs.500 marks for all subjects in an examination
attestation will be taken as invalid.		
(b) No one should attest the application wife/husband/son/daughter/brother/father		
2. Before putting signatures the attesting officer is requested to read the following carefully:-		Important : (1) In the event of non- receipt of Certificate within 30 days the candidates should write to the Controller of Examinations, Guru Nanak Dev University, Amritsar giving particulars (i.e. Roll
C E R T I F I C A T E		
I certify that the applicant Son/daughter of Shri		
In the same person who appeared in the		No.examination year and University fee receipt no.) to ensure early
Examination under particulars mentioned overleaf.		compliance.
I further certify that I am :-		(2) In case the University fee receipt has not been received the name of Post Office and the Postal Receipt No. should be intimated. Discrepancies pointed out by the office should be settled immediately to expedite disposal, but not later
(i) The Principal of college The College is affiliated to Guru Nanak Dev University.		
 (ii) An Officer of Guru Nanak Dev University holding the rank of		
(iii) Head of the Deptt., Guru Nanak Dev University, Amritsar. Teaching Deptt. I		than 15 days.
further certify that the applicant has signed in my presence.		
function contrary that the approach has signed in my presence.		D.R./A.R. Supdt. Asstt. Clerk.
Full Name of Attesting Officer (in block letters)		Price : Rs. 200/-
Signatu	(Official Stamp)	
	× 1/	
Designation and Full Address Dated		
Please score out whichever is not applicable		
Important Instructions		
 No person is entitled to apply on behalf of another person. The persons who have passed the concerned examination for which Duplicate DMC/Certificate/Degree is required from an affiliated College, must get their application form attested from the Principal of the college concerned. 		