



This is an Internet form and price of the form must be deposited with the prescribed fees.

Entry No. _____

GURU NANAK DEV UNIVERSITY

Application Form for a Duplicate Certificate

Important Notes : (1) Read directions carefully before filling this form.
 (2) Use separate form for each certificate.

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.

1. Name of Applicant	1	_____
2. Man/Woman	2	_____
3 a) Father's name	3 a)	_____
b) Mother's Name	b)	_____
4. State the nature of certificate required (i.e. Duplicate Degree OR Duplicate certificate OR Duplicate Detailed marks and OR Paper-wise OR Subject OR Duplicate Detailed Marks and Or paper-wise OR subject OR Merit Certificate, etc.)	4	_____ (in Block Letters)
5. Reason for applying	5	_____
6. (a) Name of college, from which appeared	6 (a)	_____
(b) Name of District if appeared as a private candidate.	(b)	_____
7. Date of Birth	7	_____
8. Name of Examination	8	_____
9. Year/Session	9	_____
10. Roll No.	10	_____
11. Registration No.	11	_____
12. Subject/s offered	12 (i) _____ (ii) _____	
	(iii) _____ (iv) _____ (v) _____ (vi) _____	
13. Subject/s in which failed	13	_____
14. Result (Pass or Fail)	14	_____
15. i) Marks ii) Division	15 (i) _____ (ii) _____	
16. Position in order of Merit (if merit certificate is required)	16	_____
17. Amount of fees sent	17	_____ Rs. _____
		(in words)
(a) No. and date of University Fee Receipt No.	(a) No. _____ Dated _____	
(b) No. and date of money order/Bank Draft with name of the Post Office/Bank.	(b) No. _____ Dated _____	
18. Particulars of Examination passed	18. Roll No. Year Marks Div.	
(a) Pre-University	(a) _____	
(b) B.Sc./B.A.Part I	(b) _____	
(c) B.Sc./B.A.Part II	(c) _____	
(d) B.Sc./B.A.Part III	(d) _____	
(e) Pre-Engg./Pre Med.	(e) _____	
(f) M.A./M.Sc.	(f) _____	
(g) O.T. & M.I.L	(g) _____	
(h) _____	(h) _____	
(i) _____	(i) _____	
19. Address on which the certificate should be sent (for office record)	19	_____

Directions for guidance of candidates

- (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 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).

Dated _____

Signature of applicant

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}

- b) Duplicate Degree Rs. 800
i) Paper-wise detailed } Rs.500
marks for all subjects
in an examination

1. (a) The attesting officer must affix his official stamp failing which the attestation will be taken as invalid.
(b) No one should attest the application of his/her own wife/husband/son/daughter/brother/father/mother/sister.
2. Before putting signatures the attesting officer is requested to read the following carefully:-

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 _____
Examination under particulars mentioned overleaf.

I further certify that I am :-

(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 _____
(in the case of University employees)

(iii) Head of the Deptt., Guru Nanak Dev University, Amritsar. Teaching Deptt. I

further certify that the applicant has signed in my presence.

Full Name of Attesting Officer
(in block letters)

Signature _____
(Official Stamp)

Designation and Full Address

Dated _____

Please score out whichever is not applicable

Important Instructions

1. No person is entitled to apply on behalf of another person.
2. 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.

Also see important instruction No. 2
at the end of this page.

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 No.examination year and University fee receipt no.) to ensure early compliance.

(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 than 15 days.

D.R./A.R. Supdt. Asstt. Clerk.

Price : Rs. 200/-