

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for _____

M.Tech/PhD Programme _____

Department _____

1. Name of the Student : _____
(In Block letters as per Metriculation certificate)

2. Registration Number : _____

3. Month and Year in which
qualified for the degree. : _____

4. Date of convocation in which
the degree was conferred : _____

Circumstances under which the certificate was lost.

5. Whether the prescribed affidavit has been
enclosed with the application : _____

6. Whether the xerox copy of the mark
Statement / Certificate for which duplicate
required is enclosed : _____

7. Address to which the certificate is to be sent : _____

I hereby declare that, I shall surrender the Duplicate Certificate to the University immediately, if the Original Certificate is recovered.

Place:

Date:

Signature of the Candidate

Registrar (Remarks)

FOR OFFICE USE ONLY

Certificate issued on:

CoE Staff in-charge:

Folio No. :

Asst. CoE:

Controller of Examinations:

(For Instructions see over leaf)

INSTRUCTIONS TO THE CANDIDATE

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made **only by the candidate in the prescribed format**. Application received **on behalf of the candidate will not be accepted**.
3. The following documents should be enclosed along with the application.
 - An affidavit detailing the circumstances under which the original certificate was lost. Such an affidavit should be duly executed before the Notary Public.
 - Self - addressed stamped envelope (for Registered Post)
 - Xerox copy of the mark statement / Certificate for which duplicate is required

In addition to the above, candidates applying for the Duplicate Degree Certificate should enclose:

 - Non traceable certificate from Police.
 - Copy of 'Notification' issued in a news paper for loss of certificate.
4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Mr./Mrs./Ms/Sri.....

1. I..... Son / Daughter of
.....aged.....Years,
an old student / student of... Degree of
DIAT(DU),Pune with Regn number.....and residing at.....
.....

do hereby solemnly and sincerely state as follows.

2. My Consolidated Statement of Marks / Degree certificate issued at the Convocation held on issued by DIAT(DU), Pune has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the University once my original certificate(s) is / are recovered by chance.
5. The facts stated are true and correct to the best of my knowledge and if found false by the University, I shall abide by the decision of the University.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

thisday of 200....

and his / her signature is affixed in my presence.

Notary Public

Address:

Office seal:
