


DIBRUGARH UNIVERSITY
DIBRUGARH

APPLICATION FORM FOR ORIGINAL/ PROVISIONAL/ DUPLICATE CERTIFICATE

To

The Registrar,
Dibrugarh University.

Date :

Through the Principal/ Head/Director, _____
College/ Department/Institution.

Sir,

I have the honour to request you kindly to issue me an Original/ Provisional/ Duplicate Certificate. I have passed the _____ Examination held in the year _____ under Roll _____ No. _____ Registration No. _____ of _____ in _____ Division with Honours/ Major/ Distinction in _____ from _____ College/ Department.

A Bank Draft/ Cash Receipt No. _____ dated _____ towards requisite fees for the certificate and a copy of the Registration Card are enclosed herewith.

Postal Address :

Yours faithfully,

*(Signature of the candidate)

*PIN : _____

Name: _____

*Contact No.: _____

For College/Department Office use only

Memo No. _____

Dated. _____

Forwarded to the Registrar, Dibrugarh University for favour of taking necessary action. The applicant was a student of this College/Department and he/she has passed the examination as stated above in the year _____ and qualified for the degree. The certificate may be issued to him/her.

* (Signature of the Principal/ Head of the Department/ Institution)

*Date & Seal :

For University Office use only

Accounts

Verified & found correct

May be put up

Pl. accept ₹. _____

For Original/Provisional/ Duplicate Certificate

(Signature)

Dealing Assistant

Section Officer, Certificate Branch

N.B.: 1. Please see the **Rules** given **overleaf** to obtain Provisional/ Original/ Duplicate Certificate.

2. * Required filling are **mandatory**.

RULES

1. All applications for Provisional/ Original/ Duplicate Certificate must be forwarded by the Principal of the College/ Head of the Department/ Institution from which the candidate passed.
2. Self attested copies of University Registration Card, Mark-sheet and Admit Card of Final Year/ Semester examination must be enclosed.
3. In case of M.B.B.S. examination, self attested copies of University Registration Card, Final Year Admit Card & Marksheet and **Internship Completion Certificate** must be enclosed.
4. In case of (Medical) P.G. Degree and (Medical) P.G. Diploma Examinations, self attested copies of Admit Card, Marksheet, University Registration Card and Provisional Certificate issued from the Institution last attended must be enclosed.
5. **FEE** : (i) For Original Certificate as shown below :

Sl. No.	Particulars	Amount (in ₹)
I	If applied before Convocation*	750/-
II	If applied for receiving certificate at the next Convocation after passing the examination	650/-
III	If applied after one year from the date of passing	800/-
IV	If applied after two years from the date of passing	950/-
V	If applied after three years from the date of passing	1100/-
VI	If applied after four years from the date of passing	1250/-
VII	If applied after five years from the date of passing	1400/-
VIII	If applied after six years from the date of passing	1550/-
IX	If applied after seven years from the date of passing	1700/-
X	If applied after eight years from the date of passing	1850/-
XI	If applied after nine years from the date of passing	2,000/-
XII	If applied after ten years or more from the date of passing	3,000/-

* Reason for necessity to be justified by documentary evidence.

- (ii) For Provisional Certificate ₹ 400/- (*Rupees Four hundred*) only.
 - (iii) For Duplicate Original/ Provisional certificate ₹ 800/- (*Rupees Eight hundred*) only, to accompany with the application by Cash/Bank Draft drawn in favour of the Registrar, Dibrugarh University payable **either** at **State Bank of India**, Dibrugarh University Branch (Code : SBIN0002051) **or Punjab National Bank**, Dibrugarh University Branch (Code : PUNB0994000).
6. **The duplicate copy of the Cash Receipt is to be enclosed.**
 7. In case of Private or Non-Collegiate student, the application must be forwarded by the Principal of an affiliated college or Member of the Executive Council or a Stipendiary Magistrate or a Munsiff or a Judge (with the respective seals of their offices) or by such other office as may be specifically authorized by the Registrar.
 8. The application must be complete in all respects and should be duly filled in all columns to be submitted along with prescribed fee, otherwise it will be summarily rejected without further communication.
 9. In case of Law certificate, a photo copy of mark sheet in each Examination– Preliminary, Intermediate and Final or a mark sheet copy of each of the Semester Examination(in case of semester pattern) must be enclosed.
 10. **The provisional/ Original Certificate may be handed over to the candidate or to person duly authorized by the candidate whose signature is attested by the candidate.**
 11. No certificate will be issued to the Principal/ Head of the Department/ Institution.
 12. There is provision to despatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.
 13. The application shall remain valid for a period of six months from the date of forwarding by the concerned authorities.