



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Application form for Provisional Degree/Duplicate DMC/Degree/Official Transcript

Important Note: (i) Read Instructions carefully before filling this form

(ii) Use separate form for each certificate

Candidate applying for a University Certificate should get the Certificate given overleaf signed by any one of the following:

1. Gazetted Officer
2. First Class Magistrate
3. Principal/Chairperson/Department of the College admitted to the privileges of the University/chairperson
4. An Officer of the University not below the rank of the Asstt. Registrar.

All the particulars given below should be carefully, neatly and accurately filled in by the candidate himself/herself. The office will not be responsible for any delay in case form is not complete in all details.

1. Name of the Applicant (i) in Hindi
(ii) in English (Capital letters).....
2. Man/Women.....
3. Father's Name (i) in Hindi.....
(ii) in English.....
4. Regn No.
5. Nature of Certificate required.....(Photocopy of the DMCs be attached) i.e. Duplicate/Detailed Marks card or Provisional Certificate etc.
6. Reason for applying.....
7. Name of the College/University Teaching Department.....
(If appeared as a regular candidate)
8. Distt. of Examination from where you appeared.....
9. Name of Examination.....
10. Year/Session.....
11. Roll No.....
12. Subject (a).....(b).....(c).....
(d).....(e).....(f).....
13. Pass or Fail.....Marks obtained.....
14. No. date and value of the bank Draft No.....Dated.....amount.....
(i) Cash Receipt No.....Dated.....amount.....
Bank Draft be drawn in favour of the Registrar, C.D.L.U., Sirsa and should be payable at State bank of India, C.D.L.U. Sirsa Bank Code. is 719.
15. Address on which the certificate should be sent.....
.....
Dated.....

Signature of the applicant

Particulars of the above student has been checked from result sheet and entry made in the relevant column. May issue PDC/Official Transcript/Duplicate DMC/Degree No. _____ after signatures, please.

Dealing hand/Clerk

Asstt.

Superintendent(Results).

A.R.(Results)

CERTIFICATE

I certify that the applicant /Mr./Ms. _____
Son/Daughter of Shri _____ is the same person who passed the
Examination under particulars mentioned overleaf and has signed in my presence.

Full Name of Attesting Officer
(in Block Letters)
Designation & Full Address

Signature _____
Official Stamp.....

IMPORTANT INSTRUCTIONS

For duplicate DMC	= Rs.300/-+50/ by post; Rs. 500/- By Hand
Provisional Degree	= Rs. 500/- +50/- (postal charges)
For duplicate degree	= Rs. 500/- +50/- (postal charges)
For official Transcript	= Rs. 500/- By post; Rs.2500/- for abroad.

1. The Fee is payable by bank Draft or by cash.
2. The Certificate will ordinarily be issued by post or by hand, as case may be within 15 days on the application and the prescribed fee, provided the form is complete in all details.
3. **No person is entitled to apply on behalf of another person to receive his/her or another person's certificate personally from the office.**
4. In the event of non- receipt of the certificate within 20 days, the candidate should write email to the Asstt. Registrar (Results) C.D.L.U., Sirsa giving full particulars (i.e.) Roll No. of Examination, Year and University fee receipt No.) to ensure early compliance.