

Serial No.....



Signature of D.A. (P.C.).....

Signature of S.O.(P.C.).....

UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE / DIPLOMA

Signature of A.O Examination.....

Signature of S.O. Examination-IV (O.C.).....

Signature of D.A. Ex-IV (O.C.).....

To

The Controller of Examinations,
Utkal University, Vani Vihar,
Bhubaneswar-751004.

Sir,

I furnish below particulars (as per instructions) about myself and request that a Duplicate Certificate / Diploma may kindly be issued in my favour.

A fee of Rs..... /- (Rupees.....) only towards documentation charges in addition to the usual fees of Rs..... /- (Rupees.....) only plus usual Registered Postal Charges from time to time, all total Rs..... /- have been paid to the University in the State Bank of India, Vani Vihar Branch) vide State Bank of India Challan No..... dated

1. Name of the candidate and complete postal address of the candidate (where Duplicate Certificate / Diploma will be sent)
2. Name of Father
3. Date of Birth
4. Registered Number as a student of this University.
5. Roll Number in the Examination and both Rolls (Compartmental cases).
6. The Year and Month of the Exam. (Annual or Supplementary) (Compartmental cases mention all appearance with Roll No. and Year with Month).
7. (a) Subject or Subjects offered by the candidate in the Examination.
(b) Special Paper or Papers and Branch or Branches.
8. (a) Attested Xerox Copy of the C.R.H.S. Certificate in case of MBBS, BHMS, BAMS etc.
(b) Attested Xerox copy of the Notification of the Publication of result in case of M.D., M.S., Ph.D., M.Phil., M.D., Ayurvedic etc. and Xerox Copy of Provisional Certificate and Marksheet.
9. College or School from which appeared
10. (i) Division or Class passed in the Exam.
(ii) Total Marks
- (iii) Average Marks
- (iv) Average Grade



11. Name of the Court from which an affidavit to the effect that his Certificate/Diploma has really been lost or destroyed from a First Class Magistrate has been forwarded containing the following informations.

- (i) Name and Year of the Examination and Roll No. assigned to him/her in it.
- (ii) Name of the School / College and the Centre of Examination.
- (iii) Name of Father
- (iv) Date of Birth
- (v) Division / Class in which placed
- (vi) Reason.

I solemnly declare that the particulars furnished above are true.

Date.....

(Full Signature of the Candidate)
***Mobile-**

CERTIFICATE FROM THE HEAD OF THE INSTITUTION

Endorsement No.....

Dated.....

Certified that (i) Sri / Smt..... passed the Son/ Daughter of Sri..... Examination held in the month of..... 19..... with Roll No..... Regd. No..... for which he/she has applied for a Duplicate Certificate / Diploma. His / Her Original Certificate / Diploma has really been lost or destroyed. He/She has produced an affidavit from a Court of First Class Magistrate and paid the requisite fee. He/She has signed in my presence. Duplicate Certificate / Diploma may be issued.

Signature of the headmaster
of the School.

Signature of the Principal
of the College / H.O.D.

Signature of Gazetted
Officer with Office Seal.
(In case of Private candidate)

(Office Seal)

(Office Seal)

CERTIFICATE FROM THE POLICE STATION
(In case of theft /lost of the Original Certificate / Diploma)

Police Diary No.....

Date.....

**Signature of Officer-in-Charge of the
Police Station with Seal.**

INSTRUCTIONS

1. Original affidavit from a First Class Magistrate to the effect that the Diploma/Degree/ Certificate has been lost, stolen and damaged in different manner, giving detail particulars both in Affidavit and Application Form.
2. In case of partial damage (Vigible) of the Diploma/ Certificate, the candidate is required to submit the damaged Diploma / Certificate alongwith the application. In such case the candidates need not submit the affidavit.
3. In case of lost/ stolen of Diploma/ Certificate paper cutting of local dailies in support of the statement shall be produced alongwith the application.
4. An authenticated attested copy of the F.I.R. in case the Certificate/ Diploma has been lost or stolen shall be produced alongwith application.
5. An undertaking to the effect that the Original Certificate/ Diploma shall be surrendered to the University if found later alongwith application.
6. No application shall be entertained if the fee has been deposited prior to the notification and submitted after notification.
7. An attested Xerox copy of the Marksheet / Mark Sheets (In case of Compartmental), Registration Receipt and C.R.H.S. Certificate and Notification etc. shall be submitted alongwith the application.
8. Application shall be endorsed by the Headmaster/Principal of the Institution in case of Regular candidate and attested by the Gazetted Officer in case of Non-Collegiate candidate.
9. Incomplete application in any manner shall not be entertained.