



DOWNLOADED FORM

ASSAM UNIVERSITY : SILCHAR
APPLICATION FOR OBTAINING DUPLICATE
CERTIFICATE
(See overleaf for Rules)

Photostat copy of A.U.
Registration Certificate and
Marksheet of examination
concerned (duly attested as
in Rule overleaf) are to be
enclosed.

- 1. Name in full (in Block letters)
2. A.U. Registration No. with year
3. Father's/Husband's Name in full
4. Full Postal Address for Communication
5. Details of Exam Passed for which duplicate certificate is applied for

Table with 6 columns: Examination Passed, Name of Board / University, Year of Passing, Examination Roll No., Division / Class / Pass, Name of College / Dept.

6. Reasons for applying for Duplicate Certificate:

7. Fees paid:-

Table with 4 columns: Amount in Rs., Payment receipt No. & Date, Bank Draft No. & Date, Application No. Date of Receipt. Includes Dealing Asstt. label.

DECLARATION BY THE APPLICANT

I declare that the above particulars are true to the best of my knowledge and belief. If any statement is found to be incorrect, I understand that my application is liable to be rejected. I submit herewith the Police Report, Paper cutting and the Affidavit as required under rules.

Date :

Full Signature of the applicant

RECOMMENDATION OF THE HEAD OF THE INSTITUTION

This is to certify that Shri/Smt. Regn. No. of of A.U. a student of College / Deptt. passed the Examination of under Examination Roll No. of Assam University and was placed in Class / Division / Pass. He may be allowed to obtain a Duplicate Certificate from the University as prayed for.

Memo No.

Signature of the Principal/ Head PG Deptt.

Date

Name in full (in Block Letters)

OFFICE NOTES & ORDERS

(1) Police Report, (2) Court Affidavit, (3) Paper cutting & (4) Fees received. Records verified and found correct / incorrect.

Documents verified. Duplicate Certificate may be/ may not be prepared

Dealing Asstt.

Section Officer

Assistant Registrar (E)

Deputy Registrar (E)

## **RULES FOR OBTAINING DUPLICATE CERTIFICATE**

1. Issue of Duplicate Certificate may be considered if the Original Certificate is lost by theft, burning or otherwise destroyed. In that case, this prescribed application completed in every respect should be accompanied by –  
**(A) AN AFFIDAVIT** sworn before an Executive Magistrate/Judicial Magistrate (Class-I) by the applicant himself. The deponent must state in the affidavit (1) the name of the Certificate/Diploma (2) Roll No. (3) Year of passing (4) the College/department from where he/she passed the examination (5) the date & place of loss and (6) the circumstances under which the Certificate was lost or damaged.  
**(B) FIR** (copy of the information lodged with the Police) OR a certified extract from the Police Diary containing the entry of the information lodged, with the seal of the Police Officer and the Police Station. In the Police Report also (1) the name of the Certificate (2) Roll No. (3) Year of passing (4) the College/department from where he/she passed the examination must be mentioned. Police Report should contain the G.D.E. No. & Date (of the Police Station).  
**(C) Copy of paper cutting** containing advertisement regarding loss/ theft of certificate.
2. Duplicate Certificate may also be issued, when original certificate is defaced or mutilated or partially burnt /damaged and if the Certificate is surrendered to this office, giving convincing grounds, along with the application and necessary fees.
3. This application form duly filled in and countersigned, should be submitted to this office together with the prescribed fees and necessary documents mentioned in Rules 1(A) , (B) & (C) OR in 2 above. Besides this, the applicant shall be required to enclose with the application (1) duly attested Photostat copy of the **A.U. Registration Certificate** and (2) the duly attested Photostat copy of the **Marksheet** of the concerned Examination and (3) copies of paper cutting regarding loss/ theft etc.
4. All prescribed fees (as under) should be sent by Crossed Bank Draft in the name of Assam University payable at the **State Bank of India, Dorgakona Branch** OR deposited at the A.U. Cash Counter. The duplicate copy of the receipt to be enclosed with the application. The fee structures are under: -

Name of Examinations	Amount of fees
<b>Master Degree</b>	<b>₹ 100.00</b>
<b>P.G. Diploma</b>	<b>₹ 100.00</b>
<b>Bachelor's Degree</b>	<b>₹ 100.00</b>

5. Generally the Certificate issued will be handed over to the applicant when his/her specimen signature will be attested in the form given below.

Specimen Signatures of the applicant to be attested by the Head of the Institution/Dean of the School of Assam University (as the case may be)

### **Specimen Signatures**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature attested

Principal/Head of the  
Institution/Head of the Department  
with official Seal

Allowed