

UNIVERSITY OF JAMMU

A Grade University Accredited by NAAC

To

The Controller of Examinations,
University of Jammu
JAMMU.

Sir,

I request the favour of your kindly issuing the duplicate Degree/Diploma/Certificate in my favour under the statute (reproduced overleaf). My full particulars are given below:-

1. Name
2. Father's name.....
3. Name of the Examination passed.....
4. Year of the Examination, degree/certificate of passing which is required.....
5. Registration No.....
6. Roll No. of the Examination.....
7. College (in the case of regular candidates) or Province (in the case of private candidate) from which appeared
8. Reasons which have led to the application for duplicate Degree/Diploma/Certificate.....
9. Fee of Rs.....Paid under University Voucher No.....Dated.....
10. Parmanent address as shown in the Admission form.....
11. Present address.....

I solemnly declare that the particulars given above are correct and in case of any discrepancy I shall be responsible for any consequences that may arise out of it.

The affidavit (in the form given overleaf) is enclosed on the stamp paper of proper value.

Dated.....

Signature of the applicant

No.....Dated.....20.....

Forwarded in original to the Controller of Examinations, University of Jammu for necessary action, I certify that the applicant has signed the application in my presence and that the particulars given abover are correct.

Principal of the College/Head of the
Institution/any other Attesting Authority
Designation stamp to be affixed

STATUE

"Duplicate of a University Certificate/Diploma shall not be issued except in very special cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force that the applicant has lost his/her certificate or diploma, or that it has been destroyed, and that the applicant has a real need for a duplicated. In the former case, the applicant shall submit alongwith his application sufficient evidence to show the efforts put in by him in tracing the same such as through the Police, Press, his own efforts etc., and in the latter case, similar evidence in support of genuiness of one's request according to the circumstances of the case. In all such cases the duplicate of a certificate/diploma, the original of which was signed by the Controller of Examinations, shall be issued on payment of Rs. 5060/- and a duplicate of a certificate//diploma the original of which was signed by the Vice-Chancellor, or payment of a fee of Rs. 5060/- or as may be prescribed from time to time:

Provided that the duplicate of such certificate/diploma as is claimed to have been lost or totally destroyed/burnt shall be issued only after, in addition to the above laid conditions, cancellation of the certificate/diploma in originally issued is advertised at the expenses of the applicant, at least in two leading daily national newspapers through a notification to be issued by the Controller of Examinations. The expenses of advertisement of such notification as contained more than one applicant shall be charged from the applicants in equal share.

FORM OF AFFIDAVIT

I hereby solemnly declare that I.....

Son/Daughter of.....

resident of.....

appeared in the..... Examination from

..... College/District, in the

year..... under Roll No..... and passed. I further declare that Degree/ Certificate/diploma issued to me has been destroyed lost and that I have a real need for its deplicate. In case the Degree will be found, I will return it to the University.

Further I declare that the particulars given above are correct and in case of any discrepancy I shall be responsible for any consequences that may arise out of it.

DEPONENT