

**Payment is to be made between 9.30 A.M. to 12.30 P.M.**

1. Fee for issuing a duplicate of :
- (a) Diploma }  
(b) Degree } Rs.600/- (after 10 years Rs.1,000/-)  
(c) Certificate }

**UNIVERSITY OF DELHI**

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF  
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

**NOTE** : - For Instructions. Please see reverse.

To

The Registrar,  
University of Delhi  
Delhi-110007

Received Rs. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Cashier  
University of Delhi

Sir,

I wish to have a duplicate copy of my Diploma/Degree/certificate for the \_\_\_\_\_  
Examination for the following reasons.

The prescribed fee is submitted herewith.

The required particulars are given below :

Name of Candidate (in block letters in English) \_\_\_\_\_

Father's Name (in block letters) \_\_\_\_\_

Enrolment No. \_\_\_\_\_ Examination passed \_\_\_\_\_ Annual/supplementary

Held in the month of \_\_\_\_\_ Subject \_\_\_\_\_

Roll No. \_\_\_\_\_ Division \_\_\_\_\_

Name of College, Hall, Institution and other particulars \_\_\_\_\_

Full Permanent Address \_\_\_\_\_  
\_\_\_\_\_

I solemnly declare that the particulars given above are correct to the best of my knowledge.

I certify that the above entries made by the  
applicant are correct

Signature of the Principal  
(with College Stamp)

Yours faithfully,

Signature and the present address  
of the candidate

**INSTRUCTION TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY  
DIPLOMA/DEGREE/CERTIFICATE**

1. The forms should be filled in legibly and signed by the candidate.
2. The form should be submitted through the Head of the College, Hall or Institution through which the candidate appeared at the said examination and the duplicate copy will be sent through the institution concerned.
3. A duplicate copy of the diploma degree or certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original diploma, degree or certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
4. In very special case subsequent copies of the diploma, degree or certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the diploma, degree or certificate issued previously by the University has been lost or destroyed, and on payment of the same fee as are prescribed for the issued of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE  
VALUE OF RS. 2/- BEFORE A FIRST CLASS MAGISTRATE.**

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
Resident of \_\_\_\_\_

do hereby solemnly declare that the original Degree Certificate dated \_\_\_\_\_ issued to me by the Registrar, University of Delhi, Delhi – 110007 on my passed the \_\_\_\_\_ Examination \_\_\_\_\_ under University Roll No. \_\_\_\_\_ Enrolment No. \_\_\_\_\_ has been lost/destroyed.

I have filled an F.I.R. with \_\_\_\_\_ Police Station \_\_\_\_\_ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my original Diploma/Degree/Certificate which has been lost, if put to any unfair use by the person who may lay hands on it, I shall stand for the damages which may accrue from such use.

Deponent

Signature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Verification :**

Verified at Delhi this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ that the contents of my affidavit are true to the best of my knowledge.

Deponent

**SWORN BEFORE ME**

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_