

INSTRUCTIONS FOR THE CANDIDATES

IMPORTANT NOTE:

This form should be filled in accordance with the following instructions Incomplete form will not be entertained and shall be returned OR be kept pending till the deficiency is removed.

1. Following documents shall be attached with the form:
 - A. Original Degree**
 - i. Copy of Transcript/DMC (i.e Both P-I & P-II) of the relevant Examination.
 - ii. Copy of C.N.I.C.
 - iii. Original bank Receipt or Bank Draft for the fee deposited. Money Order is not acceptable.
 - iv. Copy of Provisional Certificate.
 - B. Duplicate Degree**
 - i. Original Degree (If available)
 - ii. Copy of Matric Certificate
 - iii. Copy of Transcript/D.M.C of the relevant Exam
 - iv. Copy of Intermediate Certificate
 - v. Cutting of at least two newspapers (in Original)
 - vi. Copy of C.N.I.C
 - vii. F.I.R (in Original)
 - viii. Affidavit (In Original)
 - ix. Original Bank Receipt or Bank Draft for the fee deposited. Money Order is not acceptable.
2. Regular students are required to attest this form, all documents and photographs from the head of the concerned institution while private candidates are required to attest all the aforementioned documents from a Principal of Government Colleges/Schools. The attestation officer will be held accountable for wrong attestation.
3. The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete/wrong information OR Non-availability of Signatories and any other obstacle.
4. In case of Examination where the specialization has to be mentioned in the degree certificate to the effect is to be furnished from the concerned Head of Department/Institution.

FEE SCHEDULE

Category	Issue Period	Fee Original	Duplicate
Normal	3 Months	2500	5000
Urgent	Within 15 days	5000	10000

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