



APPLICATION FOR DUPLICATE DEGREE CERTIFICATE

Instructions:

- (i) Application shall be forwarded by the Dean / HOD of the respective department specifying the reason for Duplicate Degree Certificate.
- (ii) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost / damaged.
- (iii) Original Affidavit swearing before First Class Magistrate.
- (iv) Original clipping of the News Paper (at least in 2) of Orissa State in which loss/ damage so published.
- (v) Fees of Rs. 500/- to be paid and the Transaction Slip is to be attached with the form.

- A. Name of the Student** :
- B. Registration Number** :
- C. Programme – Branch** :
- D Issuance date of Degree** :
- E Mobile Number** :
- F. Email id.** :

H. Payment Details

- (a) Amount : Rs.(Rupees_____)
- (b) Transaction ID :
- (c) Date of payment :
- (d) Transaction receipt attached : YES / NO

Date :

Signature of Student

Signature of HOD / Dean

**Signature of the Registrar
(with Seal)**