



SAMBALPUR UNIVERSITY

JYOTI VIHAR – 768019

Form of Application for issue of Diploma/Original Certificate/Duplicate Certificate

(This form should be duly filled in any submitted for issue of Diploma/Certificate and Duplicate Certificate)

To

The Registrar,
Sambalpur University
Jyoti Vihar, Burla

Sir,

I furnish below particulars about my self and request that my _____
_____ may kindly be given to me I have paid a fee
of Rs. _____ (Rupees) only
in the shape of Bank Draft/vide University, Cash Receipt No. _____ Dated _____
in favour of Comptroller of Finance, Sambalpur University, Jyoti Vihar, Burla.

1. Name of the Candidate _____
(In block capital letters)
2. Name of the Examination passed
Year and Month in which held _____
3. College/Dept. from which appeared or whether
appeared as a Private Candidate (Private Candidate
should attach the Admit Card) _____
4. Roll No. in the Examination _____ 5. Registration No. _____
6. Detailed of subject/Special paper/Method offered
in the Examination passed.
(Xerox copy of Mark-Sheets/ Provisional Certificate wanted) _____
7. Division Class Ordinary Pass/Honours
and/ or Distinction if any obtained _____

Date:

Signature of the candidate

Address
.....
.....

Memo No..... Date.....

This candidate has passed the Examination from this
College/Dept. Vide notification No..... Dt..... of the University. He/
She has signed this application in my presence. The Diploma / Certificate / Duplicate may be issued to
him/her.

PRINCIPAL/H.O.D.

(Seal)

(In case of a Private Candidate, this should be endorsed by the Centre Superintendent/ & Gazetted
Officer/M.L.A. /M.P. with their official seal, No Diploma / Certificate will be issued without this
endorsement.

FOR USE IN THE UNIVERSITY OFFICE

Date of issue..... No.....

Issue the Diploma / Certificate

ISSUING ASSISTANT

S . U . E . G . - IV

REGISTRAR

SAMBALPUR UNIVERSITY

INSTRUCTIONS

N.B. 1. Regular candidate of colleges should fill in and submit this form through the Principal of the college from which they have passed when they wish to apply original certificate of diploma. Original Certificates are sent to the Principal of the college concerned within a year of the publication of result. In case of candidate needs this prior to that under special circumstances he should apply through the Principal of college. This form should also be used for diploma.

2. Private candidate while applying for their original pass certificate, and diploma should fill in this form and get it attested by a Gazetted Officer to the effect that the entries are correct and the application in the right person to claim the certificate or the diploma.

3. This form should be used for the issue of duplicate certificate and diploma. Duplicate certificates are issued on production an affidavit signed in the Court of Magistrate (1st Class) to the effect that the certificate has actually been lost or destroyed, Duplicate of diploma are not issued under any circumstances. A graduate on written application to the Registrar accompanied by the fee is furnished with a certificate specifying the degree to which he would have been admitted.

4. Private Candidate while applying to their certificate or diploma as whether original or duplicate should attach their admit card (their attested photograph attached to it with this application).

5. Those who have applied for admission to the Convocation failed to appear and subsequently apply for issue of diploma should attach the admission card issued to them for admission to the Convocation.

6. Certificate of diploma whether Original or Duplicate should be mentioned in the space provided.

Fee for

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|--------|--|--|-----------|
| a. [i] | Diploma in absentia upto the year 1998 | Rs. 500/- | |
| | [ii] | Diploma in absentia for the year 2001 | Rs. 225/- |
| | [iii] | Diploma in absentia for the year 1999 & 2000 | Rs. 300/- |
| b. | Issue of diploma for which application has been made in the convocation the candidate failed to appear | Rs. 50/- | |
| c. | Duplicate Certificate or Diploma | Rs. 500/- | |
| d. | Postal charges extra | Rs. 50/- | |

N.B. The above rates may change according to issue of modification for time to time.

7. The fee paid in the shape of Bank Draft (S.B.I., Burla/Jyoti Vihar or U.Co. Bank, Katapali) should be in favour of the Comptroller of Finance, Sambalpur University, Jyoti Vihar, Burla.