

# SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY GURUGRAM

APPLICATION FORM FOR ISSUING PROVISIONAL CERTIFICATE /DMC /DEGREE/ANY OTHER CERTIFICATE /TRANSCRIPT, BASED ON OFFICIAL RECORD.

(SEPARATE FORM TO BE USED FOR EACH CERTIFICATE)

ALL THE PARTICULARS IN THE RESPECTIVE COLUMNS SHOULD BE CAREFULLY, NEATLY AND ACCURATELY FILLED IN BY THE CANDIDATE HIMSELF/HERSELF. THE OFFICE WILL NOT BE RESPONSIBLE FOR ANY DELAY IN CASE THE FORM IS INCOMPLETE IN ANY RESPECT.

1. NAME OF THE APPLICANT I) IN HINDI \_\_\_\_\_  
II) IN ENGLISH \_\_\_\_\_
1. MALE/FEMALE \_\_\_\_\_
3. FATHER'S NAME I) IN HINDI \_\_\_\_\_  
II) IN ENGLISH \_\_\_\_\_
4. MOTHER'S NAME I) IN HINDI \_\_\_\_\_  
II) IN ENGLISH \_\_\_\_\_
5. MOBILE NO. \_\_\_\_\_
6. REGN-CUM-ENROLLMENT NO. \_\_\_\_\_
7. NATURE OF CERTIFICATE REQUIRED (GIVE DETAIL WHEREVER REQUIRED) \_\_\_\_\_  
\_\_\_\_\_
8. REASONS FOR APPLYING \_\_\_\_\_
9. NAME OF COLLEGE / DEPARTMENT \_\_\_\_\_
10. NAME OF EXAMINATION \_\_\_\_\_
11. YEAR/SESSION \_\_\_\_\_
12. ROLL NO. \_\_\_\_\_
13. SUBJECT(S) \_ A) \_\_\_\_\_ B) \_\_\_\_\_ C) \_\_\_\_\_  
D) \_\_\_\_\_ E) \_\_\_\_\_ F) \_\_\_\_\_
14. NATURE OF RESULT (PASS/FAIL) \_\_\_\_\_
15. ADDRESS ON WHICH THE CERTIFICATE /DEGREE IS INTENDED TO BE SENT \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF THE APPLICANT  
DATE \_\_\_\_\_

PARTICULARS CHECKED FROM THE ORIGINAL RECORD. ACCORDINGLY, THE DOCUMENT(S) PREPARED MAY BE SIGNED FOR DELIVERY TO THE APPLICANT BY HAND /POST.

SIGNATURE OF DEALING HAND/ASSISTANT

SUPDT.

D.R.(EXAMS.)

## CERTIFICATE

I certify that the applicant Sh/Smt. \_\_\_\_\_  
Son/daughter of Sh. \_\_\_\_\_ is the same person who has  
passed the examination under particulars mentioned overleaf.

Signature. \_\_\_\_\_  
Official stamp

Full name of attesting officer  
Designation & full address

### INSTRUCTIONS

- 1) The Certificate /degree will ordinarily be issued either by hand or by post or post on the request of the applicant in this regard and on receipt of the application form complete in all respects and the prescribed fee as mentioned below.
- 2) a) Provisional Certificate \_\_\_\_\_Rs. 1000/-, b) Duplicate Certificate / Degree /DMC\_\_\_\_Rs. 1000/- c) Transcript \_i) Rs.1000/- per Course per Copy (within India) and 100 US dollars (for places outside India ) ii)- Rs. 500 per part of a course ( within India ) and 50 US dollars ( for places outside India) Any Other Certificate based on official record -Rs. 500/- per Certificate.
- 3) In case of duplicate DMC / Degree, the following Undertaking is to be tendered and signed by the applicant.
- 4) No person is entitled to apply on behalf of another person to receive his/ her or other person's Certificate /Degree personally from the office.

### UNDERTAKING

(Only for duplicate certificate /degree /DMC)

Space for  
passport Size  
photograph  
(Attested)

I \_\_\_\_\_ do hereby undertake to state that I have lost my Original certificate(s)/Degree/DMC, as mentioned in the application form, which is/are not traceable despite my best efforts as a consequence of which I have applied for the duplicate copy / copies of the same and .there is no other purpose or intention behind it. However, if at any point of time the lost original document(s) is / are discovered by me, I shall inform you immediately thereafter and shall not misuse the Duplicate Certificate(s)/ Degree/DMC, already issued to me, in this eventuality.

Place  
Date

Signature of the applicant