

Important Instructions for Duplicate DMC/Degree/Diploma/Certificate

Issued within 03 years:

⊙ Rs. ₹1500/- per copy for applicants living in India*

⊙ USD \$100 per copy for applicants living abroad*

Processing time **30days** from the date of receipt of the fee. Excluding Postal Time.

Issued within 05 years:

⊙ Rs. ₹4500/- per copy for applicants living in India*

⊙ USD \$250 per copy for applicants living abroad*

Processing time **45days** from the date of receipt of the fee. Excluding Postal Time.

Issued more than 05 years ago:

⊙ Rs. ₹7000/- per copy for applicants living in India*

⊙ USD \$300 per copy for applicants living abroad*

Processing time **60days** from the date of receipt of the fee. Excluding Postal Time.

*Fees/Rates are Subject to Revise by the University from Time to Time.

1. The Fee is payable by Bank Draft in favour of the Registrar, CDLU, Sirsa **OR** by cash at University Cash Counter.
2. The Duplicate DMC/Degree/Diploma/Certificate will only be issued if the original is damaged/defaced/lost/stolen. Duplicate DMC/Degree/Diploma/Certificate will only be issued. if the original is damaged, defaced. lost or stolen.
3. Apply on prescribed application format available on University Website www.cdlu.ac.in in download section. The application form should be filled completely and filled by student itself in his/her own hand writing and **should be attested from competent authority as mentioned on form.**
4. **An attested copy of DDR/FIR lodged with the nearest Police Station to the effect that either the Original DMC/Degree/Diploma/Certificate, has been irrecoverably lost or destroyed or defaced. If DDR/FIR available on website of the State. then self-attested copy of its printout.**
5. **Affidavit on non-Judicial Stamp Paper of Rs. 10/- with an undertaking to return the duplicate DMC/degree/Diploma/Certificate in the case if original is found in future (Format of affidavit is attached herewith).**
6. For lost or stolen certificate, enclose a self-certified copy of the original DMC/degree/Diploma/Certificate issued by CDLU, Sirsa (if available).
7. Applicant must submit self-attested copy of any one of these documents (Aadhar card. Driving License. PAN Card. Passport) as proof of identity.
8. Candidate should provide a valid **phone / mobile no. alongwith email address** so that he / she may be contacted, if required, regarding his/her application form. These contact details will help us to contact candidate in case any discrepancies found in his/her form.
9. **Duplicate DMC/Degree/Diploma/Certificate** will be sent through speed post to the address provided by the applicant in the application form. Alternatively, it may be collected by-hand within the prescribed time limit upon submission of No Dues Certificate issued by the Concerned College/ UTDs.
10. **No person other than applicant is entitled to received DMC/Degree/ Diploma/Certificate on behalf of the student.**
11. The University shall not be responsible for in-transit delay/Loss.
12. In the event of non- receipt of the certificate within 30 days, the candidate should contact to the Assistant Registrar (Results), CDLU, Sirsa giving full particulars date and number vide which application submitted alongwith details of fee and other particulars i.e. candidate's Name, Roll No., Examination, Passing Year and nature of certificate required to ensure early compliance.

CONTROLLER OF EXAMINATIONS

Undertaking/Affidavit
For obtaining duplicate DMC/Degree/Diploma/Certificate

I, S/o, D/o
(Student of, having Registration No. & Roll
No.) permanent resident of
presently residing at do hereby solemnly affirm
and declare that:

1. That the original DMC/Degree/Diploma/Certificate dated issued by the Chaudhary Devi Lal University, Sirsa on my passing the Examination in 20 under Examination Roll No. Enrolment No.....has been lost/destroyed/misplaced/defaced/stolen or any other reason.
2. That, deponent have already lodged a D.D.R./F.I.R. categorically mentioning that the original DMC/Degree/Diploma/Certificate has been lost/misplaced/stolen or any other reason as with the nearest local Police Station. The self-attested photocopy of the said D.D.R./F.I.R. is annexed herewith.
3. That deponent has also annexed herewith a photocopy of (any one of the self-attested documents, Aadhar Card, Driving License, PAN Card, Passport, valid Student ID Card of University/College) as a proof of my identity.
4. That as and when deponent find/locate/trace the original DMC/Degree/Diploma/Certificate which has been lost/misplaced or any other reason as, the deponent undertake to deposit the duplicate DMC/Degree/Diploma/Certificate in the University within
5. That deponent shall be solely responsible for the consequences of issuance of duplicate DMC/Degree/Diploma/Certificate and undertake to indemnify the Chaudhary Devi Lal University, Sirsa and others for the losses/injury occurred due to the same.
6. That in the case of any information above is found to be false/wrong/incorrect deponent shall be liable for penal action as per the law of the land.

Place:
Dated:

DEPONENT

Verification:

Verified that the contents of Para No. 1 to 6 above are true and correct and nothing therein has been concealed.

Place:
Dated:

DEPONENT