



Result Branch
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

To

1. All the Deans of faculties, CDLU, Sirsa.
2. All the Chairperson(s) of University Teaching Departments, CDLU, Sirsa.
3. All the Branch Officer(s), CDLU, Sirsa.

No. Results/2024/7808-7885

Dated: 02.8.2024


Sub.: Format of Undertaking/Affidavit and Guidelines/Standard Operating Procedure (SoP) for issuance of Duplicate Degree/DMC/Diploma/Certificate.

R. Sir/Madam,

It is to inform you that the Format of Undertaking/Affidavit and Guidelines/Standard Operating Procedure (SoP) for issuance of Duplicate Degree/DMC/Diploma/Certificate, which is enclosed herewith at **Annexure-A & B** has been considered and approved by the Executive Council in its 75th meeting held on 19.07.2024 vide Resolution No. 75.17.

This is for your information and further necessary action.

DA: As Above


02/08/24
Superintendent (Results)
for Controller of Examinations

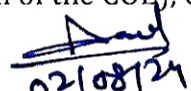
Endst. No. Results/2024/A-I to IV/7886-93

Dated: 02.8.24

A copy of the above is forwarded to the following for information and necessary action:

1. The Director, UITDC, CDLU, Sirsa (with request to upload the same on University Website).
2. The Dean of Colleges, CDLU, Sirsa with the request to circulate the same to all colleges affiliated with CDLU, Sirsa.
3. The Deputy Registrar (Academic), CDLU, Sirsa in reference to their office letter no. Acad./AC-I/2024/3167 dated 19.07.2024 as follow up action.
4. The Joint Director, Local Audit, CDLU, Sirsa.
5. The Sr. Accounts Officer, Accounts Branch, CDLU, Sirsa.
6. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), CDLU, Sirsa.
7. PA to Registrar (for kind information of the Registrar), CDLU, Sirsa.
8. S.S.S. to Controller of Examinations (for kind information of the COE), CDLU, Sirsa.

DA: As Above


02/08/24
Superintendent (Results)
for 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, Aadhaar 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 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

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Rules for issuance of Duplicate DMCs, Degrees, Diplomas and Certificates:

Duplicate DMC/Degree/Diploma/Certificates will only be issued, if the original is damaged, defaced, lost or stolen. An application has to be made to the Assistant Registrar (Results), CDLU, Sirsa mentioning the reason for the request of duplicate DMC, Degree, Diploma, and Certificates having reference to the DMC/Degree/Diploma/Certificate Awarded, Year of award and the place of study. This application has to be signed by the student himself/herself and submitted with all documents in original as mentioned below (see Section A).

A. PROCEDURE

- (i) For replacement of damaged DMCs, Degrees, Diplomas and Certificates, it must be submitted along with the application.
- (ii) An attested copy of DDR/FIR lodged with the nearest Police Station to the effect that either the Original DMC, Degree, Diploma or 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.
- (iii) Affidavit on non-Judicial Stamp Paper of Rs.10/- with an undertaking to return the duplicate degree in the case of original is found. (Format of affidavit is attached herewith)
- (iv) For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by CDLU, Sirsa (if available)
- (v) Applicant must submit self-attested copy of any one of these documents (Aadhar card, Driving License, PAN Card, Passport) as proof of identity.

B. CHARGES

For DMC/Degree/Diploma/Certificates issued within 3 years:

Rs.1500/- per copy for applicants living in India
USD 100/- per copy for applicants living abroad

For DMC/Degree/Diploma/Certificates issued within 5 years:

Rs.4500/- per copy for applicants living in India
USD 250/- per copy for applicants living abroad

For DMC/Degree/Diploma/Certificates issued more than 5 years ago:

Rs.7000/- per copy for applicants living in India
USD 300/- per copy for applicants living abroad

C. PROCESSING TIME:

For DMC/Degree/Diploma/Certificate issued within 3 years.
45 days from the date of receipt of the fee.

For DMC/Degree/Diploma/Certificate within 5 years.
60 days from the date of receipt of the fee.

For Degree/Diploma/Certificate issued more than 5 years ago.
90 days from the date of receipt of fee.

Excluding Postal Time.