

APPLICATION FOR ISSUE OF DOCUMENT

(DEGREE/PROVISIONAL DEGREE CERTIFICATE/TRANSCRIPT OF ACADEMIC RECORD/MIGRATION CERTIFICATE/SEMESTER REPORTS/DETAIED MARKS CERTIFIATE/CHARACTER CERTIFICATE, ETC.)

1. Name of the document(s) for which application is made :
2. Whether document(s) is original or duplicate :
3. a) Name of the Candidate :
- b) Father's Name :
- c) Mother's Name :
4. Admission No. :
5. College from which the candidate appeared for the final degree/diploma examination :
6. Month and year of final examination :
7. Address on which the certificate should be sent :
8. Discipline (In case of Postgraduate) :
9. Amount of fees remitted :
10. No. and date of cash receipt/Demand Draft (to be attached) :
Place:
Date:

Signature of the applicant

NO-DUES CERTIFICATE

Certified that nothing is due against Sh./Smt. _____, Admission No. _____) and his/her document(s) as applied may be issued.

Place:

Date:

Dean
(Seal)

Date:

No.

May allow issuing the document _____ No _____ to the student in person/by registered post.

Dealing Asstt.

Superintendent/Section Officer/Asstt. Registrar

INSTRUCTIONS TO STUDENTS

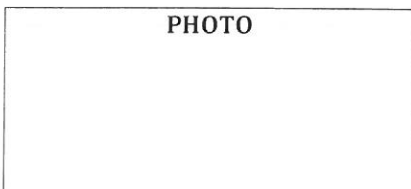
1. All students are advised to apply for any duplicate document to the Registrar, CSKHPKV, Palampur through concerned Dean. Two passport coloured photograph in case of Transcript of Academic Record one of which attested by the concerned Dean together with Acad.Form-35(b) complete in all respect.
2. Application not in the prescribed form or defected in any manner will not be accepted.
3. The amount can be remitted at the office of the concerned Dean in person on all working days. It can also be paid by Demand Draft drawn in favour of the Comptroller, CSKHPKV, Palampur and payable at the State Bank of India, HPAU Branch, Palampur. The cash receipt in original or the Demand Draft should be attached with the application.
4. No Dues Certificate to be submitted for all original document(s) except Character Certificate.

AFFIDAVIT

I, _____ S/O Sh. _____
aged _____ now residing at _____ (Address)
in _____ (State) do hereby solemnly affirm and state the following.

1. I have passed _____ (Name of Degree/ Diploma/ Certificate) examination from the CSKHPKV, Palampur with Admission No. _____
2. I had completed my above programme from _____ (Name of the College/Department).
3. I have received my _____ (Name of Degree/Diploma/Certificate) Transcript of Academic Record/Degree Certificate. But the same has been irrecoverably lost/ damaged on _____ (Date) due to _____ (State the reason).
4. I have also logged FIR No. _____ dated _____ in this behalf with _____ (Police Station), copy enclosed.
5. As my _____ (Name of Degree/ Diploma/ Certificate/Transcript of Academic Record) has been irrecoverably lost/damaged, justice demands that the duplicate _____ {Name of document(s)} may kindly be issued.
6. I also declared that I will not misuse and take all the precautionary steps against possible misuse of the duplicate certificate to be issued.
7. I also undertake that the original certificate will be surrendered if it is recovered subsequently.
8. All the above statements are true to the best of my knowledge and belief.

Dated this _____ day of _____, Two thousand and



DEPONENT

Note: Affidavit to be executed in the presence of First Class Magistrate or Notary Public.