



KHALSA COLLEGE AMRITSAR

-Autonomous College

Entry No.....

INTERNET FORM

This is Internet form and price of the form must be deposited with the prescribed fees.

Application Form for a Duplicate Certificate

*Paste Your
Attested
Photo*

Important Notes: (1) Read instructions/directions carefully before filling this form.
(2) Use separate form for each certificate.

Candidates applying for a certificate, should get the certificate given overleaf signed by Registrar of the college. The office seal of the Attesting Officer must be affixed.

All the particulars given below should be filled in carefully, neatly and accurately in **BLOCK LETTERS** by the candidate himself/herself. This office will not be responsible for any delay in case the form is not complete in all respects.

1. Name of Applicant : _____
2. Male/Female : _____
3. (a) Father's Name : _____
(b) Mother's Name : _____
4. State the nature of certificate required (i.e. Duplicate Degree OR Duplicate certificate OR Duplicate Detailed marks OR Merit Certificate, etc.) : _____
(In Block Letters)
5. Reason for applying : _____
6. Date of Birth : _____
7. Name of Examination : _____
8. Year/Session : _____
9. Roll No. : _____
10. Registration No. : _____
11. Subject/s offered (i) _____ (ii) _____ (iii) _____ (iv) _____
(v) _____ (vi) _____ (vii) _____ (viii) _____ (ix) _____ (x) _____
12. Subject/s in which failed : _____
13. Result (Pass or Fail) : _____
14. (i) Marks _____ (ii) Division _____
15. Position in order of Merit (if merit certificate is required) : _____
16. **Amount of fees** : _____ (in words) _____
(a) No. and date of College Fee Receipt No. : (a) No. _____ Date _____
(b) No. and date of Bank Draft with name of the Bank : (b) No. _____ Date _____ Bank _____

17. Particulars of Examination passed:

Classes	Roll No.	Year	Marks obtained/ Total Marks	Division
(a) B.A./B.Sc. Sem-I				
(b) B.A./B.Sc. Sem-II				
(c) B.A./B.Sc. Sem-III				
(d) B.A./B.Sc. Sem-IV				
(e) B.A./B.Sc. Sem-V				
(f) B.A./B.Sc. Sem-VI				
(g) B.A./B.Sc. Sem-VII				
(h) B.A./B.Sc. Sem-VIII				
(i) M.A./M.Sc. Sem-I				
(j) M.A./M.Sc. Sem-II				
(k) M.A./M.Sc. Sem-III				
(l) M.A./M.Sc. Sem-IV				
(m) BPT 1 st Year				
(n) BPT 2 nd Year				
(o) BPT 3 rd Year				
(p) BPT 4 th Year				

18. Address on which the certificate should be sent (for office record)

Dated: / /20__

Name and full address for correspondence

Name and full address for despatch of certificate
(Block Letters)

(Signature of Applicant)

1. The Registrar must affix his official stamp failing which the attestation will be taken as invalid.
2. Before putting signatures the attesting officer is requested to read the following carefully:-

C E R T I F I C A T E

I certify that the applicant _____
Son/daughter of Shri _____
is the same person who appeared in the _____
Examination under particulars mentioned overleaf.

Full Name of the Registrar
(in Block Letters)

Signature _____
(Official Stamp)

Designation and Full Address

Dated : / / 20__

Please cross whichever is not applicable.

Important Instructions

1. No person is entitled to apply on behalf of another person.
2. The persons who have passed the concerned examination for which Duplicate DMC/Certificate/Degree is required must get their application form attested from the Registrar of the College.

Directions for guidance of candidates

- (a) All the particulars should be filled in carefully, neatly and accurately by the candidate himself/herself. The Office will not be responsible for any delay in case the form is not complete in all respects.
- (b) The certificate will ordinarily be issued within 15 days of the receipt of the application and the prescribed fee provided that the form is complete in all respects.
- (c) The fee is payable by Bank Draft/by cash in Accounts Branch of the college.
- (d) The Bank Draft must be drawn in favour of the Principal, Khalsa College, Amritsar. and should be crossed before dispatch.
- (e) The detailed marks certificate is not issued to the candidates reappearing in B.A./B.Sc. & M.A. examination to improve their division and whose result has been declared fail.

Also see important instruction No.2 at the end of this page.

FEES :

- I.(a)

i) Duplicate Certificate	} Rs. 700/-
ii) Merit Certificate	
iii) Subject Certificate	
iv) Detailed Marks Card	

ii) Transcript (Per Semester) } Rs. 1000/- (Maximum Rs. 3000/-)

Important : (1) In the event of non-receipt of Certificate within 15 days the candidates should write to the Controller of Examinations, Khalsa College, Amritsar giving particulars (i.e. Roll No. examination, year and College fee receipt no.) to ensure early compliance. (2) Discrepancies pointed out by the office should be settled immediately to expedite disposal, but not later than 7 days.

Price: Rs. 200/-