



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110 068

**APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY DIPLOMA/DEGREE/
 CERTIFICATE**

Note: For instructions, please see reverse.

To
 The Registrar
 Student Evaluation Division
 Indira Gandhi National Open University
 Maidan Garhi
 New Delhi-110068

Received Rs.
Bank Draft No.....
Dealing Assistant IGNOU

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme
 Examination for the following reasons:

.....

The prescribed fee of Rs. 750/- or is submitted herewith.

The required particulars are given below:

1. Name of Candidate (in Block letters in English
 (in Hindi):.....

2. Father's Name (in Block letters):.....

3. Programme: Enrolment Number:

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4. Contact No: (Mobile No.)..... Landline No:.....

5. Examination Passed in Term End Examination (June/December & year);,

6. Result:Grade /Division:.....

7. Name of the Study Centre:

8. Name of the Regional Centre:

& other particulars:

9. Full Permanent Address of the Student:

.....

.....

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully

Signature of the Student

Postal Address.....
.....

I Certify that the above entries made by the applicant are correct.

Signature of Regional Director
With Stamp

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE / DIPLOMA / CERTIFICATE

1. Fee for issuing a duplicate (a) Diploma (b) Degree & (c) Certificate:-
 - (i) Rs. 750/- for Indian Students
 - (ii) Rs. 1500/- for SAARC Countries Students
 - (iii) \$50 for Non-SAARC Countries Students

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

2. The form should be filled in duplicate legible and signed by the candidate.
3. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and the duplicate copy will be sent through the Regional Director concerned.
4. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
5. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the university has been lost or destroyed, and on payment of the fee as are prescribed for the same of duplicate copy.

FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE
VALUE OF RS. 10/- BEFORE FIRST CLASS MAGISTRATE

I Son / Daughter of Shri
do hereby solemnly declare that the original Degree Certificate dated issued to me
by the Registrar, Student Registration & Evaluation Division, Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110068 on my having passed the Examination in
..... under University Enrolment No. has been lost/destroyed.

I have filed an F.I.R. with Police Station and a copy of the
same duly attested by a Gazetted Officer / First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma / Degree / Certificate which has been lost, if put to any
unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue
from such use.

Deponent

Signature:

Address:

.....

Verification:

Verified at this day of20 that the contents of my affidavit are
true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal: