



Cash Receipt No./B.C. No. \_\_\_\_\_

Sl. No. \_\_\_\_\_

Dated: \_\_\_\_\_

Form No. BU/EXG/53

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR – 760007, GANJAM (ODISHA)**

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**FORM OF APPLICATION FOR ISSUE OF ORIGINAL CERTIFICATE/DIPLOMA**  
(This form should be duly filled-in and submitted for issue of Certificate/Diploma)

1. Name of the candidate (in block capital): \_\_\_\_\_
2. i) Name of the Examination passed for which the diploma/certificate is sought: \_\_\_\_\_  
ii) Year of Examinations (Annual/Suppl.): \_\_\_\_\_
3. College from which appeared, as a College or Non-Collegiate candidate: \_\_\_\_\_
4. Roll No. in the Examination: \_\_\_\_\_
5. Registration No. as student of the University: \_\_\_\_\_
6. Subject(s) offered (if the candidate has passed the Examination Compartmentally or part by part the subjects offered in each Examination should be mentioned separately with the corresponding Roll Number): \_\_\_\_\_
7. Division or Class (passed with Honours and/or distinction, if any or with back compartmental papers should be mentioned): \_\_\_\_\_
8. Particulars of Payment: \_\_\_\_\_ Amount: Rs. \_\_\_\_\_

<b>Present Address in Full</b>
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(Rupees \_\_\_\_\_ only)

BD/Challan No. \_\_\_\_\_ date \_\_\_\_\_

Signature of the Candidate  
(in full)

Memo No. \_\_\_\_\_/

Date: \_\_\_\_\_

This candidate has passed the \_\_\_\_\_ Examination in \_\_\_\_\_ 20\_\_\_\_ from this College as a collegiate/non-collegiate candidate. He/She has signed this application in my presence. The Certificate/Diploma may be issued to him/her.

**Checked and found Correct**

Signature of the DA or SA

Principal  
College

Chairman,  
P.G. Council, B.U.

Gazetted  
Officer



## **INSTRUCTIONS**

1. Regular candidates of colleges should fill in and submit this form through the Principal of the College from which they passed when they wish to apply for Original degree/Diploma Certificate.
2. Non-collegiate candidates while applying for their Original pass certificate and Diploma should fill in this form and get it attested by a Gazetted Officer to the effect that the entries are correct and the applicant is the right person to claim the certificate or the diploma.
3. This form should also be used for issue of duplicate certificate and diploma. Duplicate Certificate are issued only upon production of an affidavit signed in the court of Magistrate to the effect that the certificate has actually been lost/destroyed. Duplicates of diploma are not issued under any other circumstances. Rs. 450/- (Rupees four hundred fifty only) towards fees for issues of Duplicate certificate should be paid in favour of Comptroller of Finance, Berhampur University in shape of Bank Draft or Bank Challan.
4. Collegiate/Non-collegiate candidates while applying for their certificate/diploma whether original or duplicate should attach the attested Xerox copies of their Provisional Certificate and Mark List (all Mark sheet) of the concerned examination.
5. Those who having applied for admission to the Convocation failed to appear and subsequently apply for issue of this diploma should attach the admission card issued to them for admission to the Convocation.
6. ORIGINAL CERTIFICATES TO BE ISSUED TO THE CANDIDATES ONLY ON SUBMISSION OF TESTIMONIALS (attested copies of certificates) OF QUALIFYING EXAMINATION i.e. FROM H.S.C.E. ON WARDS ALONGWITH THE APPLICATION FORM. IF THERE IS ANY AMBIGUITY THE CERTIFICATE TO BE REFERRED TO THE CONCERNED BOARD COUNCIL/ UNIVERSITY FOR VERIFICATION.
7. Candidates are required to apply and take their Diplomas in absentia within six months from the date of the Convocation failing which they have to pay preservation fees in addition to the usual fees as given below in the shape of Bank Draft/Bank challan drawn in favour of the Comptroller of Finance, Berhampur University.
8. Collegiate candidates may apply for original degree/diploma through their respective college with the following fees for the year when there is no Convocation by way of Bank Draft/Bank Challan drawn in favour the Comptroller of Finance, Berhampur University. Non-collegiate candidates may submit their forms directly to the Controller of Examinations duly attested by a Gazetted Officer.

### **Fees for original certificates:**

Collegiate:	Rs. 450/-
Non-Collegiate:	Rs. 450/-

### **N.B. :**

1. The certificates will be issued by Registered Post only.
2. For any discrepancies or want of required documents, the office will not be held responsible.  
No further correspondences will be made in this regard.