

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
APPLICATION FORM FOR A UNIVERSITY CERTIFICATE

Important Notes :-(i) Read directions carefully before filling in this form. Incomplete forms are liable to be rejected or likely to cause delay.
(ii) Use one separate form for each certificate.

Candidates applying for a University Certificate should get the Certificate given at the end, signed by any one of the following:

1. Gazetted Officer
2. First Class Magistrate
3. Dean of the Constituent College of CCSHAU
4. Head of Department of Constituent College of CCSHAU

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

1. Name of the applicant
2. Father's Name.....
3. Admission Number.....
4. Name of the Examination/Programme.....
5. Session in which degree completed.....
6. Nature of Certificate required.....

(To be distinctly stated in block letters)

7. Reason for applying.....
8. (a) No., date and value of the Postal Order/Demand Draft.....
 - (i) No.....dated.....amount.....
 - (ii) No.....dated.....amount.....
 - (iii) No.....dated.....amount.....

(Postal order/Demand Draft should be drawn in favour of the Registrar, CCS Haryana Agricultural University, Hisar and should be crossed before dispatch)

- (b) University Receipt No.....dated.....amount.....
(If fee has been paid in cash and acknowledged by the office then also enclose receipt).

9. Address on which the Certificate should be sent.....
.....
.....

Signature of the applicant

.....
Dated.....

CERTIFICATE

I certify that the applicant Shri/Ms./Mrs.....son/daughter of Shri..... is the same person who passed the examination under particulars mentioned above. He/She has signed in my presence and his/her signature are attested.

Signature of the applicant

Signature.....
Official Stamp.....

Full name & designation and full address..... of the attesting officer.

IMPORTANT INSTRUCTIONS

- a. No certificate will be issued by hand on the same day. The certificate will ordinarily be issued within 5 to 10 days of the receipt of application and the prescribed fee, provided the form is complete in all details. Rs. 100/- will be charged as urgent fee for issuing documents in case of emergency and that too after 48 hours. No request/correspondence before that will be entertained.
- b. For duplicate copy of any certificate, an affidavit on Non-Judicial Stamp Paper of Rs. 3/- is required regarding loss of original one.
- c. In case a duplicate copy of degree or migration certificate is lost or destroyed, a second duplicate may be supplied on submission of an application on the prescribed form alongwith the prescribed fee accompanied by an affidavit on Non-Judicial Stamp Paper of Rs. 3/- and attested by 1st Class Magistrate. The application shall also be accompanied by a copy of F.I.R. Lodged with the Police Station duly attested by a Gazetted Officer.
- d. No more request after issue of second duplicate copy of degree/migration certificate will be considered.
- e. No person is entitled to apply on behalf of another person or to receive another person's certificate personally from the office. The certificate will be sent per Registered Post.
- f. Fee deposited for University Certificate will only be refunded if the University is not in a position to issue the Certificate required.
- g. In the events of non-receipt of the certificate within 20 days the candidate should write to the Assistant Registrar (Acad.), CCS Haryana Agricultural University, Hisar, giving full particulars (i.e. Admission No., Examination, Session and University fee receipt No.) to ensure early compliance.

FEES FOR VARIOUS CERTIFICATES

1.	Degree in Absentia	Rs. 100/- if required without folder Rs. 200/- if required with folder for those completed degree upto 31.12.2012. Rs. 300/- if required with folder (for Graduates who completed degree from 01.01.2013 onwards)
2.	Duplicate copy of Degree	Rs. 500/-
3.	Duplicate copy of Provisional Degree Certificate	Rs. 100/-
4.	Duplicate copy of the Transcript of Academic Record/DMC	Rs. 150/-
5.	Migration Certificate	Rs. 100/-
6.	Duplicate copy of Migration Certificate	Rs. 100/-
7.	Duplicate copy of Certificate for Gold Medal	Rs. 150/-
8.	Duplicate copy of Semester Report	Rs. 50/-
9.	Any other kind of Certificate	Rs. 100/-
10.	Postage Charges	Rs. 50/- (India) Rs. 500/- (Foreign Countries)