

Ref. No.: DU/Ex/CE/Not/Online cert./2020/924

Date : 27.02.2020

**NOTIFICATION**

This is for general information of all concerned that, Dibrugarh University will start **online services** for applying Degree (original / provisional) certificate, migration certificate, registration of few courses, duplicate certificates, transcript etc., from **05-03-2020**. The details of the services shall be available in [www.dibru.online](http://www.dibru.online) and [www.dibru.ac.in](http://www.dibru.ac.in)

(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University.

Memo No.: DU/Ex/CE/Not/Online cert./2020/925-937

Date : 27.02.2020

1. The Vice-Chancellor, Dibrugarh University, Dibrugarh.
2. The Registrar, Dibrugarh University, Dibrugarh.
3. All Deans, Dibrugarh University for favour of information.
4. All HoDs/ Directors of CDC, DUIET, DODL / Chairpersons of Centre of Studies/ Principals of colleges for information and necessary action.
5. The Chairperson, Radio Gyanmalinee, 90.FM, Dibrugarh University with a request to broadcast the notification.
6. The Joint Registrar (Academic) D.U. for information.
7. The Joint Registrar (Administration) D.U. for information.
8. The Joint / Deputy Controller of Examinations (C/A), D.U. for information and necessary action.
9. The Deputy Registrar (F/A) for information & necessary action.
10. The Assistant Registrar (Exams) for information.
11. The Assistant Controller of Examinations for information.
12. The Programmer, D.U. with a request to upload the notification in the University website.
13. The Section Officer (Certificate/ Migration/ Registration), D.U. for information and necessary action.
14. Office file.

(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University.

## Instructions for Original Certificate

1. Digital distinctly visible copies of University Registration Card, Mark-sheet and Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. In case of M.B.B.S. examination, digital distinctly visible copies of University Registration Card, Final Year Admit Card & Marksheet and Internship Completion Certificate must be uploaded in JPG/JPEG format.
3. In case of (Medical) P.G. Degree, (Medical) P.G. Diploma Examinations and D. Pharm digital distinctly visible copies of Admit Card, Marksheet, University Registration Card and Provisional Certificate issued from the Institution last attended must be uploaded in JPG/JPEG format.
4. FEE: For Original Certificate as shown below:

Sl. No.	Particulars	Amount (in Rs.)
I	If applied after <b>one</b> year from the date of passing	800/-
II	If applied after <b>two</b> year from the date of passing	950/-
III	If applied after <b>three</b> year from the date of passing	1100/-
IV	If applied after <b>four</b> year from the date of passing	1250/-
V	If applied after <b>five</b> year from the date of passing	1400/-
VI	If applied after <b>six</b> year from the date of passing	1550/-
VII	If applied after <b>seven</b> year from the date of passing	1700/-
VIII	If applied after <b>eight</b> year from the date of passing	1850/-
IX	If applied after <b>nine</b> year from the date of passing	2000/-
X	If applied after <b>ten</b> years or <b>more</b> from the date of passing	3000/-

5. Original Certificate may be handed over to the candidate or to person duly authorized by the candidate whose signature is attested by the candidate.
6. No certificate will be issued to the Principal/ Head of the Department/ Institution.
7. There is provision to dispatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.

## Instructions for Pre-Degree Certificate

1. Digital distinctly visible copies of University Registration Card/Migration Certificate, Marksheet/Gradesheet and Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. For Pre-Degree Certificate **600/-** (Rupees Six hundred) only.
3. Certificate may be handed over to the candidate or to person duly authorized by the candidate whose signature is attested by the candidate.
4. No certificate will be issued to the Principal/ Head of the Department/ Institution.
5. There is provision to dispatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.

## Instructions for Provisional Certificate

1. Digital distinctly visible copies of University Registration Card/Migration Certificate, Marksheet/Gradesheet and Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. In case of M.B.B.S. examination, digital distinctly visible copies of University Registration Card, Final Year Admit Card & Marksheet and Internship Completion Certificate must be uploaded in JPG/JPEG format.
3. In case of (Medical) P.G. Degree, (Medical) P.G. Diploma Examinations and D. Pharm digital distinctly visible copies of Admit Card, Marksheet, University Registration Card and Provisional Certificate issued from the Institution last attended must be uploaded in JPG/JPEG format.
4. For Provisional Certificate **400/-** (Rupees Four hundred) only.
5. Certificate may be handed over to the candidate or to person duly authorized by the candidate whose signature is attested by the candidate.
6. No certificate will be issued to the Principal/ Head of the Department/ Institution.
7. There is provision to dispatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.

## Instructions for Duplicate Certificate/Correction in Original Certificate

1. Digital distinctly visible copies of University Registration Card, Mark-sheet, Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. In case of M.B.B.S. examination, digital distinctly visible copies of University Registration Card, Final Year Admit Card & Marksheet, Internship Completion Certificate must be uploaded in JPG/JPEG format.
3. In case of (Medical) P.G. Degree, (Medical) P.G. Diploma Examinations and D. Pharm digital distinctly visible copies of Admit Card, Marksheet, University Registration Card, Provisional Certificate issued from the Institution last attended must be uploaded in JPG/JPEG format.
4. In case of Duplicate Original Certificate, scan copies of Police Report, Court Affidavit and Newspaper Cutting must be uploaded in JPG/JPEG format.
5. In case of Correction in Original Certificate, scan copy of the Original Certificate must be uploaded in JPG/JPEG format.
6. In case of Duplicate Original Certificate/Correction in the Original Certificate after successful online submission of application with payment, the hardcopies of the downloaded form duly forwarded by the Head/ Chairperson/ Director/ Principal of the Department/Centre/Institute/College, along with all relevant legal documents (hard copies) are required to submit.
7. For Duplicate Original certificate/Correction in the Original Certificate **800/-** (Rupees Eight hundred) only
8. No certificate will be issued to the Principal/ Head of the Department/ Institution.

## Instructions for Duplicate Provisional Certificate

1. Digital distinctly visible copies of University Registration Card/Migration Certificate, Marksheet/Gradesheet and Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. In case of M.B.B.S. examination, digital distinctly visible copies of University Registration Card, Final Year Admit Card & Marksheet and Internship Completion Certificate must be uploaded in JPG/JPEG format.
3. In case of (Medical) P.G. Degree, (Medical) P.G. Diploma Examinations and D. Pharm digital distinctly visible copies of Admit Card, Marksheet, University Registration Card and Provisional Certificate issued from the Institution last attended must be uploaded in JPG/JPEG format.
4. In case of Duplicate Provisional Certificate, scan copies of Police Report, Court Affidavit and Newspaper Cutting must be uploaded in JPG/JPEG format.
5. In case of Duplicate Provisional Certificate after successful online submission of application with payment, the hardcopies of the downloaded from duly forwarded by the Head/ Chairperson/ Director/ Principal of the Department/Centre/institute/College, along with all relevant legal documents (hard copies) are required to submit.
6. For Duplicate Provisional Certificate **800/-** (Rupees Eight hundred) only.
7. No certificate will be issued to the Principal/ Head of the Department/ Institution.
8. There is provision to dispatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.

## Instructions for Migration Certificate

1. Digital distinctly visible copy of University Original Registration Card/Duplicate Registration Card(in case of loss of Original Certificate) must be uploaded in JPG/JPEG format.
2. Digital distinctly visible copy of affidavit for loss of original registration card must be uploaded in JPG/JPEG format.
3. In case of Migration certificate, after successful online submission of application with payment, the hard copies of the downloaded from duly forwarded by the Head/ Chairperson/ Director/ Principal of the Department/ Centre /Institute/College, along with the Original Registration Card/Duplicate Registration Card(in case of loss of Original Certificate) and an affidavit for loss of original registration card are required to be submitted.
4. For Migration Certificate **1000/-** (Rupees One Thousand) only.

## **Instructions for Duplicate Migration Certificate**

1. Digital distinctly visible copy of Registration card/Migration Certificate of Dibrugarh University must be uploaded in JPG/JPEG format.
2. Digital distinctly visible copy of an affidavit sworn before First Class Magistrate must be uploaded in JPG/JPEG format.
3. Digital distinctly visible copy of certificate extract from the Police General Diary containing entry of the information lodged (with the seal of the Police Officer) must be uploaded in JPG/JPEG format.
4. In case of Duplicate Migration certificate, all relevant legal documents (hard copies) are required to be submitted, after successful online submission with payment in the portal.
5. For Duplicate Migration Certificate **1000/-** (Rupees One Thousand) only.

## **Instructions for Registration Card**

1. Digital distinctly visible copy of final Marksheet/ Gradesheet of the qualifying examination must be uploaded in JPG/JPEG format.
2. In case of Registration Card after successful online submission of application with payment, the hardcopies of the downloaded from duly forwarded by the Head/ Chairperson/ Director/ Principal of the Department/Centre/Institute/College, along with the self-attested photocopies of certificates of examination passed are required to submit.
3. For Registration Card **350/-** (Rupees Three hundred fifty) only.

## **Instructions for Registration Card for Migrated Students**

1. Digital distinctly visible copy of original migration certificate and final Marksheet/ Gradesheet of the qualifying examination must be uploaded in JPG/JPEG format.
2. In case of Registration Card after successful online submission of application with payment, the hardcopies of the downloaded from duly forwarded by the Head/ Chairperson/ Director/ Principal of the Department/Centre/Institute/College, along with the Original Migration Card and the self-attested photocopies

of certificates of examination passed are required to submit.

3. For Migration Registration Card **600/-** (Rupees Six hundred) only.

## **Instructions for Duplicate Registration Card**

1. Digital distinctly visible copy of Admitcard mentioning the Registration Number must be uploaded in JPG/JPEG format.

2. In case of Duplicate Registration Card, all relevant legal documents (hard copies) are required to be submitted, after successful online submission with payment in the portal.

3. For Duplicate Registration Card **500/-** (Rupees Five hundred) only.

## **Instructions for Name Correction in Registration Card**

1. Digital distinctly visible copy of Original Registration Card of D.U., Admit card of 10th Standard and Court Affidavit duly notarized in original must be uploaded in JPG/JPEG format.

2. In case of Name Correction in Registration Card, all relevant legal documents (hard copies) are required to be submitted, after successful online submission with payment in the portal.

3. For Name Correction in Registration Card **350/-** (Rupees Three hundred fifty) only.

## **Instructions for Surname Change**

1. Digital distinctly visible copy of Registration Card, Marriage certificate, Self-declaration Court Affidavit duly notarized in original and Husband declaration Court Affidavit duly notarized in original must be uploaded in JPG/JPEG format.

2. In case of surname change, all relevant legal documents (hard copies) are required to be submitted, after successful online submission with payment in the portal.

3. For Surname Change **500/-** (Rupees Five hundred) only.

## **Instructions for Transcript**

1. Digital distinctly visible copies of University Registration Card, Mark-sheet and Admit Card of Final Year/ Semester examination must be uploaded in JPG/JPEG format.
2. In case of M.B.B.S. examination, digital distinctly visible copies of University Registration Card, Final Year Admit Card & Marksheet and Internship Completion Certificate must be uploaded in JPG/JPEG format.
3. In case of (Medical) P.G. Degree, (Medical) P.G. Diploma Examinations and D. Pharm digital distinctly visible copies of Admit Card, Marksheet, University Registration Card and Provisional Certificate issued from the Institution last attended must be uploaded in JPG/JPEG format.
4. In case of Transcript, all relevant documents (hard copies) are required to be submitted, after successful online submission with payment in the portal.
5. For Transcript **1000/-** (Rupees Five hundred) only (Per Transcript).