



KANYA MAHA VIDYALAYA (AUTONOMOUS) JALANDHAR

Fee for Duplicate
Certificate / DMC/DGC
Rs. 500/- per Certificate /
DMC/DGC

Application Form for Duplicate Certificate / DMC/ DGC

FOR OFFICE USE

College Receipt No.:- _____

Date :-_____ Amount :-_____

Full Signature of Cashier:-_____

FOR OFFICE USE

Diary No. -KMV/_____

Date :- _____

ALL PARTICULARS TO BE FILLED IN NEATLY & LEGIBLY BY THE STUDENT

- a) Name of the Student : _____
- b) Father's Name : _____
- c) Mother's Name : _____
- d) Registration Number : _____
- e) Mobile Number : _____

Detail of Required Duplicate Certificate(s)/ DMC(s)/ DGC(s) [To be filled by the Student]

f)	Sr. No.	Examination Roll No.	Name of Programme / Semester	Session/Year
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

- g) Reason for applying _____ (Lost/ Damage/ Any other reason)
- h) Total No. of Certificate(s)/ DMC(s) /DGC(s) applied _____

Signature of Student

FOR OFFICE USE ONLY

- 1) Original Certificate(s)/ DMC(s)/DGC(s) Serial No._____, Whether Original Certificate / DMC /DGC received by the student (Yes/ No) _____.
- 2) Remarks (if any).....

Dealing Clerk

Incharge (Examinations)

Principal

Note:

- The Certificate(s)/ DMC(s)/ DGC(s) will be ordinarily be issued within a week of the receipt of the application prescribed fee provided that the form is complete in all respects.
- No person entitled to apply on behalf of another person.