

INSTRUCTIONS

1. Application should be made by the candidate in the prescribed format and should be submitted at
**Ganpat University Central Office,
Admin Section,
Ganpat Vidyanagar- 384012,
Mehsana-Gozaria Highway,
Mehsana, GUJARAT, INDIA**

2. The following documents should be enclosed along with the **application form**.
 - (a) An affidavit duly signed and notarized by a First Class Magistrate detailing the circumstances under which the original certificate was lost/destroyed. (As per the format attached herewith)
 - (b) Photocopy of the marksheet / degree or diploma Certificate for which duplicate certificate is required **(if available)**

3. The fee for the issue of various certificate is as follows:
 - (a) Marksheet/Grade Card -- **Rs. 500/- per Marksheet/Grade Card**
 - (b) Degree or Diploma Certificate -- **Rs. 2000/-**

4. The fee should be paid in the form of Cash or Demand Draft in favour of the **“Ganpat University payable at Mehsana”**. **(The Cheque of any type shall not be accepted)**

5. Fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.

**FORMAT OF AFFIDAVIT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF
RS. 20/- BEFORE A FIRST CLASS MEGISTRATE FOR ISSUE OF DUPLICATE CERTIFICATE**

- 1) I.....Son/Daughter
ofaged.....Years, an old student / student
of.....Degree ofcollege
with Enrollment/Examination number.....and residing
at.....do hereby solemnly and sincerely state
as follows.
- 2) My (i) * Marksheet or Grade Card issued relating to the Examinations held during
(ii) * Degree/Diploma certificate issued at the Convocation held on.....
- 3) I file this affidavit for the purpose of receiving duplicate certificate.
- 4) I will return immediately the duplicate certificate(s) to the University once my original
Certificate (s) is / are recovered by chance.
- 5) The facts stated are true and correct to the best of my knowledge and if found false by the
University, I shall abide by the decision of the University.
- 6) 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.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

thisday of 20.....

and his / her signature is affixed in my presence.

Signature of Deponent

Address:

Office seal :

* delete which is not applicable.