



PONDICHERY UNIVERSITY  
EXAMINATION WING  
CONVOCATION SECTION

### **INSTRUCTIONS TO CANDIDATES FOR GETTING THE DUPLICATE DEGREE CERTIFICATE**

The request for getting the Duplicate Degree Certificate should be with the following enclosures and the request should be addressed to: The Controller of Examination, Pondicherry University, Puducherry.

1. Request letter with reason
2. Payment of required fee of Rs.1,000/-
3. An additional search fee of Rs.100/- per year is to be paid.
4. The following should be enclosed :
  - a. Copy of Provisional Certificate(Attested / self attested) (if available)
  - b. Declaration form ([Click here](#))**
  - c. i) Non-traceable / Missing certificate from the Police Station(Original)  
ii) First Information Report(FIR) in case of fire accident(Original)  
iii) Certificate from Revenue Officer in case of natural calamities (Original)  
iv) Copy of the Higher Secondary Certificate if applying for UG degree  
v) Copy of the basic qualifying degree (UG degree) if applying for PG degree.
  - d. Affidavit in Rs.20/- non-judicial stamp paper. (Original)
5. The prescribed fee should be sent by way of a Demand Draft drawn on any Nationalized Bank, in favor of the Finance Officer, Pondicherry University, Puducherry – 605 014 payable at Puducherry. Fee may also be paid in the Indian Bank, Pondicherry University Branch by Pink Color Challan (A/c No: 413264148)

For any clarifications please contact:

1. The Convocation Section, Examination Wing, Pondicherry University, Puducherry – 605014.  
Telephone : (0413) – 2654521 Email Address : [convocation@pondiuni.ac.in](mailto:convocation@pondiuni.ac.in)