

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. Payment of required fee of Rs.1,000/-
2. An additional search fee of Rs.100/- per year is to be paid.
3. The following should be enclosed :
 - a. Copy of Degree Certificate(Attested / self attested) (if available) with declaration form) For declaration form –([Click here](#))
 - b. 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.
 - c. Affidavit in Rs.20/- non-judicial stamp paper. (Original)
4. The prescribed fee should be sent by way of a Demand Draft drawn on any Nationalised Bank, in favour 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 clarifications please **contact**:

**The Convocation Section
Examination Wing
Pondicherry University
Puducherry.**

Telephone: (0413) – 2654818, 2654521

E-mail ID: convocationsection@gmail.com