



Assam Rajiv Gandhi
**University of Cooperative
Management**
Building capacity for the growth of cooperatives
A Govt. of Assam University

APPLICATION FORM FOR ORIGINAL/ PROVISIONAL/ DUPLICATE CERTIFICATE

To
The Vice Chancellor,
Assam Rajiv Gandhi University of Cooperative Management

Date:

Sir,
I have the honour to request you kindly to issue me an Original/ Provisional/ Duplicate Certificate. I have passed the _____ Examination held in the year _____ under Roll _____ No. _____ Registration No. _____ of _____ with _____% or CGPA from _____ School.

A Bank Draft No. _____ dated _____ towards requisite fees for the certificate and a copy of the Registration Card are enclosed herewith.

Postal Address :

*PIN : _____

Yours faithfully,

**(Signature of the candidate)*

Name: _____

*Contact No.: _____

For University Office use only

Accounts

Verified & found correct

Pl. accept Rs. _____
For Original/Provisional Certificate

(Signature)

Head, Certificate Branch

N.B.: 1. Please see the **Rules** given **overleaf** to obtain Provisional/ Original Certificate.
2. * Required filling are **mandatory**.

R U L E S

1. All applications for Provisional/ Original Certificate must be forwarded by the Head of the School from which the candidate passed.

2. Self attested copies of University Registration Card, Mark-sheet and Admit Card of Final Trimester/Semester examination must be enclosed.

3. **FEE:** (i) For Original Certificate as shown below:

| Sl. No. | Particulars | Amount (in Rs) |
|---------|---|----------------|
| 1. | If applied before Convocation* | 700/- |
| 2. | If applied for receiving certificate at the next Convocation after passing the examination | 600/- |
| 3. | If applied after one year from the date of passing | 750/- |
| 4. | If applied after two years from the date of passing | 900/- |
| 5. | If applied after three years from the date of passing | 1050/- |
| 6. | If applied after four years from the date of passing | 1200/- |
| 7. | If applied after five years from the date of passing | 1350/- |
| 8. | If applied after six years from the date of passing | 1500/- |
| 9. | If applied after seven years from the date of passing | 1650/- |
| 10. | If applied after eight years from the date of passing | 1800/- |
| 11. | If applied after nine years from the date of passing | 1950/- |
| 12. | If applied after ten years or more from the date of passing | 2100/- |

* Reason for necessity to be justified by documentary evidence.

(ii) For Provisional Certificate Rs.300/- (*Rupees Three hundred*) only, to accompany with the application by Bank Draft drawn in favour of Assam Rajiv Gandhi University of Cooperative Management, payable at Sivasagar

4. The duplicate copy of the Bank Draft is to be enclosed.

5. The application must be complete in all respects and should be duly filled in all columns to be submitted along with prescribed fee; otherwise it will be summarily rejected without further communication.

6. The provisional/ Original Certificate may be handed over to the candidate or to person duly authorized by the candidate whose signature is attested by the candidate.

7. There is provision to dispatch the certificate by Registered Post to the candidate concerned, if the candidate so desires.

8. The application shall remain valid for a period of six months from the date of forwarding by the concerned authorities.