

Name of the Service	Duplicate Degree certificate		
Whom to approach for this service?	Deputy Registrar / Special Officer		
Procedure involved to get this service	<ol style="list-style-type: none"> 1. An affidavit on Rs. 20 stamp paper, giving details such as year of admission, register number, year of passing, course/branch, college and the details of how the original Degree certificate was lost. 2. Police FIR 3. Newspaper advertisement for having lost the degree certificate 4. Photocopies of all the years of marks cards 		
Form to be submitted to get this service	<ol style="list-style-type: none"> 1. Prescribed application form duly forwarded by the Head of concerned college/institution 2. Fee paid challan 		
Who are eligible to get this service	Candidates who have lost their original Degree certificate		
Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Affidavit 2. Police FIR 3. Copy of Newspaper advertisement 4. Photocopies of marks cards of all the years/semesters 		
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> 1. Rs. 10 application fee 2. Rs. 700 for degree certificate 3. Rs. 90 additional fee per year thereafter 		
Maximum number of days to get this service delivered	15 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
Work Flow			
Step	Description	No. of working Days	Designation
1	Receiving the application in the Examination Section and computer feeding	2.00	Computer operator
2	Verification / Scrutiny	4.00	Deputy Registrar/ Special Officer
3	Preparation of the Degree certificate	7.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455