



UNIVERSITY OF THE PUNJAB

DEGREE / VERIFICATION / D.M.C. FORM

Please read the instructions overleaf carefully. Fill in all the relevant information, provided in this form and attach all the required documents. Incomplete form will be rejected.

Please mark (✓) your requirement :

Degree Original ☐ Duplicate ☐ Verification ☐ D.M.C ☐

For office use only

No :

Date :

1. Examination : Part Annual/Supply Roll No.

2. Punjab University Registration No :

3. Name of Candidate :
(IN BLOCK LETTERS)

Affix Photograph
(Passport Size)

4. C.N.I.C. No :

امیدوار کا نام (اردو)

5. Father's Name :
(IN BLOCK LETTERS)

والد کا نام (اردو)

6. Father's C.N.I.C. No :

7. Marks Obtained : Division/Grade/OPM/CGPA:

8. Date of Birth :

Thumb Impression

9. Name of Institution :

10. Permanent District :

11. Postal Address :

I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences. I have attached attested photocopies of the following documents

1. Pass Result Cards/Transcript (All Parts)
(Annual System) (Semester System)

2. Computerized National Identity Card

3. Affidavit (for duplicate degree / D.M.C)

4. Internship Certificate (for B.Com/M.Com, B.Sc./M.Sc. Engg).

Signature of the Candidate :

Attestation (For Degree/D.M.C. Applicant only, see instruction 1, 2 and 3)

Signature and Office Stamp

Name

CNIC#

Signature and Office Stamp

Name

CNIC#

Fee Information :

Amount : Bank Challan No : Dated :

Branch :

Postal Address for Despatch of Degree/Verification/D.M.C.

ON PAKISTAN STATE SERVICE ONLY

Registered

Name : Father's Name :

Address :

Examination : Annual/Supplementary Roll No.

If undelivered may be returned to :

Deputy Controller Certificates, Department of Examinations, Admin. Block
Quaid-e-Azam Campus, University of the Punjab, Lahore - 54590; Pakistan.

Price Rs. 30/-

INSTRUCTIONS

Application Form should be filled in accordance with the following instructions:

1. (i) Attestation (a) must be signed by the Headmaster/Principal of a School/College or Chairman of Department from where the candidate has taken the examination.
(ii) If the School/College is outside from the University jurisdiction and the applicant has taken his examination as a private candidate, Attestation (a) must be signed by any one of the following.

1. Headmaster of a Registered School	4. Fellow Punjab University
2. Principal of relevant affiliated College	5. Chairman of the Department, University of the Punjab
3. Inspector Madaras	
2. Attestation (b) should also be signed by a high rank officer of grade A along with Attestation (a) if the applicant lies in the category 1 (ii).
3. Criteria of attestation for overseas candidates are as under:
 - (i) In case the candidates hold Indian Nationality, Attestation (a) should be signed in the same way as described above and Attestation (b) by any one of the following:
A Diplomatic or Consular Officer i.e. Envoy, High Commissioner, Deputy High Commissioner, any Secretary or Representative of the Diplomatic Mission, Consul General, Deputy Consul General, Officer Secretary or Consular Agent.
(Application should be sent to Ministry of Education, Govt. of Pakistan through Ministry of Education, Govt. of India).
 - (ii) The candidates living in any country other than Indo-Pak sub-continent will follow the same instructions for Attestation (b) as described at 3 (i).
4. In case the applicant is in Pakistan Army, the Commanding Officer has authority to sign Attestation (b) while Attestation (a) would be signed according to the rules mentioned above.
5. If a candidate is applying for the degree, D.M.C, verification, he/she must attach photograph and give thumb impression on the application form, which would be signed by an attesting officer to prove his identity.
6. If the applicant is applying for the Degree of Regulation for the year 1941 or before, an affidavit, duly attested by a 1st Class Magistrate along with Attestation (a) & Attestation (b), on which the father's name of the candidate is written, should be attached with the application form.
7. No application should be submitted to obtain a Detailed Marks Certificate (D.M.C) for any examination held before 1942. (Syndicate Jan 29, 1951)
8. The Degree is normally issued in a period of two months after receiving the application form & fee (Subject to completion of form and availability of record)
9. Nobody can apply or receive the Degree/D.M.C from the office on behalf of the candidate. The Degree/D.M.C is always posted by a registered mail or insured.
10. Merit Certificate is issued to the first 80 successful candidates in the Matriculation examination, first 20 in the Intermediate, first 10 in B.A/B.Sc. and first 5 in M.A/M.Sc. and in all other examination according to the marks obtained by them. (Syndicate Jan 30, 1942)
11. The Degree of B.A. (Hons.) and Fazil Certificate cannot be issued before due date under any circumstances.
12. The applicants of a School or College, who apply for before time Degrees, must attest their forms by the head of their institution. A written consent of the head of the institution about no objection for directly issuance of the degree of the candidate is also required.
13. If any candidate could not attend the first Convocation held right after the declaration of his/her result due to some factual reasons and he/she requires his/her original Certificate before the next Convocation, he/she can put up an application to the worthy Vice Chancellor for the "Certificate of Absence".
14. If a Candidate has an identity Card having name of her husband then she should also provide photocopy of I.D. Card of her father.
15. Pass Result Cards (All Parts)
16. For acquiring D.M.C candidate should attach list of his/her subjects signed by the Principal of College or Chairman of Department from where the candidate has taken the examination.
17. Internship Certificate should be duly attested by the respective Principal / Head of Institution.
18. Candidate should provide attested copies of his / her previous academic record for acquiring duplicate degree / D.M.C.
19. The degree already issued for convocation but not received by the candidate will be issued after depositing prescribed fee.
20. If a Candidate applying for improved division degree must attach previous original degree with application form.

NOTE:

The candidates who have the right to obtain Degrees of 2nd Division under the rules of 45% marks must attach their original Degree of 3rd Division with the application form if they want to acquire a new Degree with 2nd Division. In case the original degree is lost, an affidavit, duly attested by a 1st Class Magistrate must be attached with the application form otherwise the Degree of 2nd Division will not be issued. Moreover, the candidates who have not received their old degrees should deposit a sum of Rs. 1250/- (for Certificate of Attendance) to draw their first Degrees, which will be attached with the application form to obtain the verified Degree.

Only those forms will be accepted that are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates. They are duty bound to complete the form and send back to the office by registered post without any further delay. The fee paid shall be confiscated after three months from the date of depositing and the candidate shall have no right then to claim for its return. (Syndicate Jan 29, 1951)

Controller of Examinations, University of the Punjab, Lahore.



UNIVERSITY OF THE PUNJAB

DEGREE / VERIFICATION / D.M.C. FEE RECEIPT FORM

Please read the instructions overleaf carefully. Fill in all the relevant information, provided in this form and attach all the required documents. Incomplete form will be rejected.

Please mark (✓) your requirement :

Degree Original ☐ Duplicate ☐ Verification ☐ D.M.C ☐

For office use only

No :

Date :

1. Examination : Part Annual/Supply Roll No.

2. Punjab University Registration No :

3. Name of Candidate :
(IN BLOCK LETTERS)

4. C.N.I.C. No :

5. Father's Name :
(IN BLOCK LETTERS)

6. Father's C.N.I.C. No :

7. Marks Obtained : Division/Grade/OPM/CGPA:

8. Date of Birth :

9. Name of Institution :

10. Permanent District :

11. Postal Address :

Affix Photograph
(Passport Size)

امیدوار کا نام (اردو)

والد کا نام (اردو)

Thumb Impression

I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences.

Signature of the Candidate :

Fee Information :

It is verified that an amount of Rs. : Bank Challan No : Dated :

Branch : has been received

(Signature & Stamp of the Fee Clerk)

TO BE FILLED IN BY THE CANDIDATE

Name:

Father's Name:

Address:

Name:

Father's Name:

Address:

LIST OF AUTHORISED HABIB BANK LTD. BRANCHES FOR COLLECTION OF UNIVERSITY FEES:

LOCAL BRANCHES:

- | | |
|--|-------------------------------------|
| 1. Lahore, University Branch (Allama Iqbal Campus & Quaid-e-Azam Campus) | 5. Lahore, D.P.S. Model Town Branch |
| 2. Lahore, Rewaz Garden Branch | 6. Lahore, Dharampura Branch |
| 3. Lahore, Bilal Park Branch | 7. Lahore, Keerkallan Branch |
| 4. Lahore, Shadman Branch | |

MOFUSSIL BRANCHES:

- | | |
|--|---|
| 1. Attock, City Branch | 20. Kamaliya, Railway Road Branch |
| 2. Bhakkar, Main Branch | 21. Kasur, Dingarh Branch |
| 3. Bhalwal, Liaqat Shaheed Road Branch | 22. Mandi Baha ud Din, Main Branch |
| 4. Chakwal, Railway Road Branch | 23. Mianwali, Zaka Centre Branch |
| 5. Chiniot, Main Bazar Branch | 24. Okara, Mandi Road, Branch |
| 6. Faisalabad, Circular Road Branch | 25. Pattoki Branch |
| 7. Faisalabad, Samanabad Road Branch | 26. Pind Dadan Khan, Main Branch |
| 8. Faisalabad, Narwala Road Branch | 27. Rabwah, Main Branch |
| 9. Gujranwala, Gondlanwala Road Branch | 28. Rawalpindi, Raja Bazar Branch |
| 10. Gilgit, Main Branch | 29. Rawalpindi, Faiz Abad Branch |
| 11. Gojra, Railway Road Branch | 30. Sialkot, City Branch |
| 12. Gojar Khan, G.T. Road, Branch | 31. Sialkot, Chiraghpora Branch |
| 13. Gujrat, Circular Road Branch | 32. Samundri, Ghalla Mandi Branch |
| 14. Hafizabad, Main Branch | 33. Sargodha, Fatima Jinnah Road Branch |
| 15. Islamabad, Aabpara Market Branch | 34. Skardu, Main Branch |
| 16. Jaranwala, Grain Market Branch | 35. Toba Tek Singh, Main Branch |
| 17. Jauharabad, Main Branch | 36. Wah Cantt. Branch |
| 18. Jhang, Saddar Shaheed Road Branch | 37. Wazirabad, Main Bazar Branch |
| 19. Jhelum, Ram Din Bazar Branch | |

IMPORTANT INSTRUCTIONS:

- Deposit the required amount of fee in Habib Bank Ltd. Quaid-e-Azam Campus/Allama Iqbal Campus branch Lahore, or in the nominated branches of Habib Bank Ltd. in all big cities. Attach the original Bank Challan fee receipt with the application form otherwise the application will not be accepted.
- An amount of Rs. 1250/- (per candidate) will be charged if the Principal of a College or Headmaster of a School requires subject-wise collective list of obtained marks of the successful candidates who appeared from their institution provided that the number of those candidates is not less than 10. (Syndicate Jan 30, 1942)
- Fee through Money Orders, Postal Orders, Bank Drafts or Cheques shall not be accepted.
- Postal Charges of Rs. 400/- per document will be charged in addition to normal fee for delivering a document abroad.
- The Fee structure is as under (in Pak rupees)

1. True Copy, Matriculation, Intermediate	Rs. 1250/-	10. Merit Certificate of all exams other than Degree examination	Rs. 1250/-
2. True Copy, Degree Examinations	Rs. 1250/-	11. Date of Birth	Rs. 1250/-
3. True Copy, B.A/B.Sc., B.O.L. B.A/B.Ed., F.E.L	Rs. 1250/-	12. Before time Degrees	Rs. 1250/-
4. True Copy, 1 st Law of Engg. Certificate	Rs. 1250/-	13. Copy of Admission Form	Rs. 1250/-
5. True Copy, intimation of success of failure	Rs. 1250/-	14. All other Certificates	Rs. 1250/-
6. Certificate of Absence	Rs. 1250/-	15. Certificate of Residence	Rs. 1250/-
7. All Provisional Certificates	Rs. 1250/-	16. Detailed marks of atleast ten students required by a School or College (per candidate)	Rs. 1250/-
8. Detail Marks Certificate	Rs. 1250/-	17. Degree Return from Convocation	Rs. 1250/-
9. Merit Certificate, Degree	Rs. 1250/-	18. Verification Fee	Rs. 800/-

Note:

The amount of fee can be revised as and when notified by Accounts Branch.