

**Institute of Pharmaceutical Education & Research
Sector -67, S.A.S. Nagar (Mohali), Punjab – 160062**

No.F-226/GR/A&E/2021/

Dated: 16.03.2021

Subject: Duplicate Grade Card/Degree Certificate reg.

Following directions are approved by the competent authority for issuance of duplicate grade cards or duplicate degree certificates:

1. For each duplicate grade card Rs.500/- and for a duplicate degree certificate Rs.2000/- per certificate shall be charged.
2. A duplicate grade card shall be issued on demand. However, for issuing a duplicate degree certificate, the candidate will be required to undertake the following:
 - i) Lodge a FIR with the nearest police station, where the certificate was stolen, lost or torn etc.
 - ii) Make an affidavit giving details about the circumstances in which the certificate was lost, stolen torn etc.
 - iii) In case the certificate is torn or defective, the candidate will be required to return the damaged certificate to the Academic and Examination Section.

The duplicate certificate so issued will not be signed by the original signatories. But the authorization of the signatories will be certified by Registrar.

There shall not be any kind of variation in the rules (between what is given in the original certificate and what is mentioned in the duplicate certificate) given on the backside of the grade cards.


(Officiating Registrar)

