

**Dr. P.K. Kakoty, M.Sc., Ph.D.,
Controller of Examinations,
Dibrugarh University**



Dibrugarh, Assam – 786 004
Phone: (0373) 2370243 (O)
(0373) 2370970 (O)
Email: coe@dibru.ac.in
pkkakoty@dibru.ac.in

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NOTIFICATION

This is for general information of all concerned that the candidates who have been severely affected by the recent flood in upper Assam and have lost their Original Pass Certificates, Migration Certificates and Registration Certificates can apply for duplicate copies via the additional link provided on the University's Certificate Portal. The duplicate certificates will be issued without any extra fee. The link will be valid for **three months with effect from 1st September, 2026.**

Please refer to **Annexure I** (*shown overleaf*) for the detailed step-by-step application instructions.

Issued with due approval.

Controller of Examinations
Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar, D.U. for favour of information.
3. The Joint Controller of Examinations 'C', D.U. for information.
4. The Deputy Controller of Examinations, D.U. for information.
5. The Deputy Registrar, Academic, D.U. for information.
6. The Section Officer, Certificate, Registration & Migration Branch, D.U. for information and necessary action.
7. The Senior Programmer, D.U. for information and with a request to upload the same on the university website.
8. Office file.

(Digitally Signed)
Controller of Examinations
Dibrugarh University

(P.T.O.)

Annexure I

Detailed Procedure:

The following are the steps to be followed, for online application.

Step 1: Portal Access.

- Visit the Certificate Portal: **<https://certificate.dibru.work/>**.
- Register: New users must click "**Register**" and verify their mobile number and email via **OTP**.
- Login: Use your registered mobile number and password to access the dashboard.

Step 2: Initiate Application.

On the dashboard, click the below mentioned duplicate certificate.

- Duplicate Original Certificate (Flood/Natural Calamity).
- Duplicate Migration Certificate (Flood/Natural Calamity).
- Duplicate Registration Certificate (Flood/Natural Calamity).

Step 3:

- Carefully read the instructions before filling up the online application.

Step 4: Fill the Application Form.

- Navigate through the multi-steps form by clicking "**Next**" after completing each section.
- Ensure that all the details are correctly filled.
- Upload the required documents.

Step 5: Preview.

- Review the generated preview of your application to verify all information is correct.
- If corrections are needed, go back to the relevant step; otherwise, click **Confirm & Submit**.

Step 6: Final Submission.

- Upon clicking **Confirm & Submit**, an online application form will be generated.
- Your application is now submitted for processing by the Certificate Branch.
