



**AUS-CIDC Diploma Program**  
**Re: Standard Operating Procedure for Final Diploma Certificate Issuance**

---

## NOTICE

Pursuant to the Court Order passed by the Hon'ble Allahabad High Court, Lucknow bench, in Writ Petition (C) bearing No. << MISC. SINGLE No. -17678 >>, titled as <<Vivek Joshi & 6 Others.>>, Students and the CIDC Partner Institutes are hereby notified as follows:

1. Assam University Silchar (AUS) has confirmed to release the final certificates of the successful students of the AUS-CIDC Diploma Program.
2. In line with the directives of the Hon'ble Court, CIDC has been contacting AUS for the release of the final diploma certificates, however due to the impact of COVID and related lockdowns/stoppage of works such issuance has been somewhat slow.
3. Now since the impact of COVID Pandemic is getting reduced AUS has confirmed the resumption of certificate issuance activities.
4. Based on this confirmation CIDC has again resumed the certification process.
5. To secure the final certificates for the successful students of AUS-CIDC Diploma Program at an early date CIDC shall be following the Standard Operating Procedure as outlined hereafter:
  - a. Final Certificates shall be issued by AUS and transmitted to CIDC, New Delhi for onward issuance to individual successful student.
  - b. Students desirous of receiving their final certificates, need to submit a **Final Certificate Issuance Request** to CIDC only.
  - c. Requests from successful students, submitting the application, complete with all required attachments / proofs only shall be considered for certificate issuance. No third-party request shall be entertained by AUS/CIDC.
  - d. No direct application shall be entertained by AUS. Any direct request submitted to AUS in this regard shall be rejected.
  - e. Request for final certificate must be endorsed by the Partner Institute (PI) where the student underwent the program.
  - f. Without such endorsements, the applications would be transmitted to the PI for verification and CIDC dues settlement, if required. Students may therefore take necessary actions to secure endorsement prior to STARTING the application process.
  - g. DLM Students must submit their requests to the **Head Academics, CIDC** for necessary endorsements and subsequent actions.
  - h. Request must accompany proof for the full payment of the program fee made by the student to the PI/CIDC.
  - i. In the absence of such proof, PI shall be required to confirm the fee receipt details.
  - j. In case of PI students, the PI should also provide a letter confirming the details about transfer of the fee to CIDC. Such letter must include complete transaction details for the applicant (Amounts Transferred, respective dates of such transfers, and total fee transferred till date).
  - k. Such details shall be verified by CIDC from internal accounts, and deficiencies detected, if any, would be notified to the applicant.
  - l. In case of any unpaid dues, the same shall have to be deposited by the student/ PI while submitting the request for Final Certificate.

---

**Construction Industry Development Council**

801 (8<sup>th</sup> Floor), Hemkunt Chambers, 89 Nehru Place, New Delhi – 110019.

Tel: 011-26234770, 47670800, 26489992 Fax: 011-26451604

E-mail: [cipdta@yahoo.com](mailto:cipdta@yahoo.com) / [cidc@cidc.in](mailto:cidc@cidc.in) Website: [www.cidc.in](http://www.cidc.in)



## AUS-CIDC Diploma Program

### Re: Standard Operating Procedure for Final Diploma Certificate Issuance

---

- m. Till the dues are settled, successful students may use the provisional certificate already issued.
  - n. Above process shall be completed in a minimum period of 20 days, subject to compliance of all requirements/rectification of deficiencies, if detected.
  - o. Upon receipt of above documents and completion of the scrutiny of the documents, the final certificate issuance request shall be sent to AUS.
  - p. Final certificates, after issuance from AUS, shall be collected by CIDC and will be made available to the applicant student only.
  - q. Students shall have to collect the original certificate from CIDC New Delhi Office personally / through a nominated representative and provide receipt of the same for onward registration and records.
  - r. For proper issuance and recording process, certificates shall not be handed over to PI/any third party under any condition.
  - s. In case of any dispute, decision of the Director General, CIDC shall be final and binding on all concerned.
6. Students and PIs are advised to note the above and take necessary actions to submit their requests for the issuance of the Final Diploma Certificates.

*Niraj Barial*

Head Academics,  
Construction Industry Development Council  
New Delhi