

REQUISITION FORM
(For obtaining the official transcripts and other certificates)

Date: _____

Name of the Candidate: _____ Roll No. _____

Department: _____ Completion date of Academic Program: _____

S. No.	Particulars of the Documents	Charges (in Rs.)	Number of Set/Copies	Mode of payment & its details	Amount deposited
1.	TRANSCRIPTS <i>Pass-out student</i> <i>(Minimum 1 set, contains five Transcripts)</i> Student enrolled <i>(Any number of copies) - (Each)</i>	2000/- 100/-			
2.	DUPLICATE GRADE SHEETS <i>Pass-out student</i> <i>Student enrolled</i> (Free of cost once in a semester. For each additional copy)	1000/- 100/-			
3.	DUPLICATE DEGREE CERTIFICATE - <i>(Only for pass-out student)</i>	5000/-			
4.	VERIFICATION OF DEGREE/CERTIFICATE - <i>(Pass-out and student enrolled)</i>	2000/-			
5.	MIGRATION CERTIFICATE	500/-			
6.	BONAFIDE CERTIFICATE <i>Pass-out student</i> <i>Student enrolled (Free of cost once in a semester. For each additional copy)</i>	500/- 50/-			
7.	MEDIUM OF INSTRUCTION CERTIFICATES <i>Pass-out student</i> <i>Student enrolled</i>	200/- 100/-			
8.	CPI TO % CONVERSION CERTIFICATE <i>Pass-out student</i> <i>Student enrolled</i>	200/- 100/-			
9.	NO-OBJECTION CERTIFICATE	50/-			
10.	PROVISIONAL DEGREE CERTIFICATE	200/-			
11.	MISCELLANEOUS CERTIFICATE NOT LISTED ABOVE <i>Pass-out student</i> <i>Student enrolled</i>	500/- 200/-			
12.	POSTAL CHARGES: (Within India) (Outside India) a) For Degree only b) For Transcript and other Misc. Certificates	200/- 3500/- 2500/-			

Official transcripts of the Pass-out students will be issued within fifteen days from the date of receiving requisition form

FOR OFFICE USE ONLY

Receiving Date of the Requisition Form: _____ Issuing Date: _____

(Signature of the person preparing the document(s))

(Signature of the Issuing Authority)

Details of the dispatch:

Track No. _____

Date: _____