

**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.	<b>TRANSCRIPTS</b> <u>Pass-out student</u> • (1965 to 1990) - • (1991 till date) - (Minimum 1 set, contains five Transcripts) <u>Student enrolled</u> (Any number of copies) - (Each)	2000/- 1000/-  100/-			
2.	<b>DUPLICATE GRADE SHEETS</b> <u>Pass-out student</u> • (1965 to 1990) - • (1991 till date) - <u>Student enrolled (Free of cost once in a semester. For each additional copy)</u>	1000/- 500/- 100/-			
3.	<b>DUPLICATE DEGREE CERTIFICATE -</b> (Only for pass-out student)	4000/-			
4.	<b>VERIFICATION OF DEGREE/CERTIFICATE -</b> (Pass-out and student enrolled)	2000/-			
5.	<b>MIGRATION CERTIFICATE</b>	500/-			
6.	<b>BONA FIDE CERTIFICATE</b> <u>Pass-out student</u> <u>Student enrolled (Free of cost once in a semester. For each additional copy)</u>	500/- 50/-			
7.	<b>MEDIUM OF INSTRUCTION CERTIFICATES</b> <u>Pass-out student</u> <u>Student enrolled</u>	200/- 100/-			
8.	<b>CPI TO % CONVERSION CERTIFICATE</b> <u>Pass-out student</u> <u>Student enrolled</u>	200/- 100/-			
9.	<b>NO-OBJECTION CERTIFICATE</b>	50/-			
10.	<b>PROVISIONAL DEGREE CERTIFICATE</b>	200/-			
11.	<b>MISCELLANEOUS CERTIFICATE NOT LISTED ABOVE</b>	200/-			
12.	<b>POSTAL CHARGES :</b> (within India) (outside India)	200/- 1500/-			

**Official transcripts of the Pass-out students will be issued within seven 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:** \_\_\_\_\_