

## IMPORTANT INSTRUCTIONS

1. No person is entitled to apply on Someone's behalf or receive his or another person's Transcripts/Verification of Qualification/Attestation of Photo Copies of Certificates/Syllabi from this office. These will be directly mailed to the concerned Institution/s by the office within 21 working days from the date of receiving the completed application with full fee as per University rules.
2. Attach one photocopy each of certificates of all the Examination passed (for attestation of photocopies, two sets are to be attached).
3. The fee will be charged separately for each Institution/University and afresh each time an application is made for the purpose.
4. The full postal expenses for dispatch of Transcript/Photo copies of certificates/Syllabi shall be borne by the applicant only.

### SCALE OF FEE

(a) Transcript/Verification of Qualifications(each time)

### Rupees

Rs. 500/- per exam

(b) (i) Official attestation of photocopy of Certificates(each time)

Rs. 500/- per exam for 1<sup>st</sup> photocopy

ii) ) For Official attestation of each additional photocopy of the same

Rs. 250/- per exam per addition photocopy

(iii) Photocopies of syllabi per syllabus(each time)

Rs. 150/- per exam/session /year per copy

(c) Postal expenses for sending Transcripts/verifications of Qualification/ attested photocopies of certificates/syllabi(each Institution each time)

Rs. 500 or actual whichever is greater each time.

(d) Fees for Transcripts/Verification of ~~Qualification/Attestation of Photocopies~~ of Certificates/Syllabi for a person residing abroad(each time)

US \$290(or equivalent in Indian Rs)per ~~exam/session/year each time~~

**Note:-** Bank drafts for the full fee must be in favour of the **Registrar, Panjab university, Chandigarh-160014** & payable at any Scheduled commercial bank at Chandigarh only.

## INSTRUCTIONS

1. The success-cum-detailed marks certificate issued in original, are treated as two separate certificates for the purpose of duplicate certificate.
2. Date of birth certificates are issued only to those candidates who have passed matriculation/Higher secondary Examination from Panjab University.
3. (a) No detailed marks certificate will be issued for matriculation and higher Secondary examination as the record has been destroyed.  
(b) Detailed marks certificate will be issued for the other examinations from the year 1966 onwards and for matriculation/Inter/B.A. for the year 1948 and 1949 also.
4. In the event of Non-receipt of certificates within 20 days, the candidates should write to the Controller of examinations, Panjab University, Chandigarh-160014, giving full particulars to ensure early compliance.
5. The Merit Certificates will be issued on the completion of final examination and on the result of annual examination only and to such candidates who take the examination as a whole at one and the same sitting, and obtain marks as noted against each.

	Atleast
1. Pre-University/Pre-Engineering/B.Sc part-I (Non-Medical) B.Sc. Part-III	75%
2. Pre-Medical/B.Sc part-I (Medical)	70%
3. B.A. Part-III	65%
4. B.A./B.Sc. Hons. In Math	80%
5. M.A./MSc. Engg. & Professional Exam upto 1 <sup>st</sup> Five Places	65%
6. Other Examinations upto 1 <sup>st</sup> Five years	1 <sup>st</sup> division
7. Matric/Hr. Secondary upto 1969	80%
8. B.Ed	70% or more marks on the combined result of external assessments of Theory, Arts and crafts & skill in Teaching
9. B.A./B.Sc./B.Com (General) upto 1 <sup>st</sup> five places	

### FEES

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| 1. Duplicate Certificate/degree/Provisional Certificate/Subject Certificate/detailed Marks/Merit certificate | Rs 500 |
| 2. Paper-wise detailed marks per subject   | Rs.300 |
| 3. Paper-wise detailed marks for English only (Elective/Additional)  | Rs.300 |
| 4. Copy of Admission form  | Rs.300 |

**Note:-** Bank Draft be drawn in favour of the Registrar, Panjab University, Chandigarh