APPLICATION FORMAT

FOR ISSUE OF_____CERTIFICATE

(Other than TC/CLC/ MIGRATION/PASS & DEGREE Certificate)

1. Name of the student (in full block letters) :
2. Registration No. Semester : Branch :
3. Father's Name with address & Phone No.

4. Purpose for which the certificate is required :
5. Whether Boarder or Day Scholar :
6. Whether paid recent semester dues: Amount : M.R.No. Date :
7. Date of First Admission to the Institution :
   a) Lateral Entry/ Direct Entry in 1st Semester :
   b) Regular/Self Financing :
8. Name of the scholarship receiving (if any) :

Date…….. Full Signature of the Applicant

Enclosures : The following documents must accompany the application failing which the certificate shall not be issued.

a) Original Money Receipt of Rs.30/- deposited in Accounts Section

b) Xerox copy of University Registration Card & Hostel Clearance in case of boarder

c) Xerox copy of receipts of Recent Semester Fees paid by the student

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NO DUES CLEARANCE FROM THE ACCOUNTS SECTION

Certified that the applicant has paid all dues and there is no dues outstanding against him/her till date

Date…….. Collection Assistant Section Officer (Accounts)

NO DUES CLEARANCE FROM THE HOSTEL(APPLICABLE FOR BOARDERS ONLY

Certified that the applicant is a boarder and residing in the_____Hostel. He/she has cleared all dues and there is nothing outstanding against him/her.

Date…….. Hostel Assistant Warden (with Seal)

FOR OFFICE USE

Certified that the documents enclosed herewith by the applicant are verified and found correct. He/she is a Day Scholar/Boarder of the University Hostel. He/she may be issued the above certificate.

Dealing Assistant Section Officer

Approved & Signed

Dean, Academic Affairs