

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 Transcripts/Photo copies of certificates/ Syllabi shall be borne by the applicant only.

SCALE OF FEE	RUPEES
(a) Transcript/Verification of Qualifications (each time)	Rs.400/- per exam
(b) (i) Official attestation of photocopy of Certificates (each time)	Rs.400/-per exam for 1 st photocopy
(ii) For official attestation of each additional photocopy of the same	Rs. 200/- per exam per addition photocopy
(iii) Photocopies of syllabi per syllabus (each time)	Rs. 60/-per exam/session/year per copy
(c) Postal expenses for sending Transcripts/Verification of Qualification/Attested Photocopies of Certificates/Syllabi (each Institution each time)	Rs.400/-or actual whichever is greater each time
(d) Fees for Transcripts/Verification of Qualification/Attestation of Photo Copies of Certificates/Syllabi for a person residing abroad (each time)	U.S. \$ 220 /-(or equivalent in Indian Rupees) 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.

Fee Revised Certificate Section

Fee for Duplicate Degree/Certificate, Provisional Certificate (including Ph.D. Course), Merit Certificate, subject Certificate, Detailed Marks Certificate (all classes) (per examination, each time): RS. 400(+Rs 60)	400/-
Copy of Examination form from University record (each time)	220/-
Paper-wise detailed marks per subject in an examination (each time)	220/-
Paper-wise detailed marks per subject in an examination (each time)	220/-
Verification of Qualification on request of a person from within Indian territory(per examination)(each time)	400/-+400/- (Postal charges for foreign countries.)
a) Official attestation by the Registrar/COE/Jt. COE of 1st Photostat copy of certificate /Degree(per examination)(each-time b) For each additional copy	400/- 200/-
Verification of academic qualifications etc. of a person applying from a place outside India i.e. from abroad(per examination) (each time)	US \$ 220 or its equivalent in Rupees.
Degree of Absentia	800/-

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 form 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 certificate 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 Examination up to first five places	65%
6.	Other Examinations up to first five years	1 st division
7.	Matric/Hr. Secondary up to 1969	80%
8.	B.Ed	70% or more marks on the combined result of external assessments of Theory, Arts and Crafts and skill in Teaching.
9.	B.A. /B.Sc. /B. Com (General) up to first five places.	
FEES		
		Rs.
1.	Duplicate Certificate/Degree/Provisional Certificate/Subject Certificate/ Detailed Marks/Merit certificate	400/-
2.	Paper-wise detailed marks per subject	220/-
3.	Paper-wise detailed marks for English Only(Elective/Additional)	
4.	Copy of admission form	
Note:-	Bank Draft be drawn in favour of the Registrar, Panjab University, Chandigarh.	

