

INSTRUCTIONS

(Transcripts/Verification of Qualification/Attestation of Photo Copies of
Certificates/Syllabi etc.)

1. No person is entitled to apply on someone's behalf or receive his or another person's Transcripts/Verification of Qualifications/Attested Photo copies of Certificates/Syllabi from this office. These will be only 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 Examinations passed (for attestation of photo copies, 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) Verification of Qualifications on request of a person form within Indian Territory (per examination) (each time).	Rs. 280/-
(b) (i) Official attestation of 1 st Photostat copy of certificate/Degree(per examination) (each time)	Rs. 280/-
(ii) For each additional copy	Rs. 80/-
(iii) Photo copies of syllabi per syllabus (each time)	Rs. 105/- per exam / session/year/copy
(c) Postal expenses for sending Transcripts/Verifications	Rs. 260/-
(d) Verification of academic qualifications etc. of a person applying form a place outside India i.e. from aboard (per examination, each time)	U.S.\$ 130 or its equivalent in Rupees

NOTE: Bank Draft for the full fee must be drawn in favour of the **Registrar, Panjab University, Chandigarh – 160014** & payable at any Scheduled Commercial bank at Chandigarh only.