

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/RTS/05

Dated : 24.12.2015

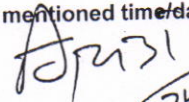
## ਸਰਕੂਲਰ

ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਦਸਤਾਵੇਜ਼/ਸੇਵਾਵਾਂ ਦੇ ਸਮੇਂ, ਫੀਸ ਵਿਚ ਕੀਤੀ ਗਈ ਸੋਧ ਦਾ ਵੇਰਵਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ:

Sr. No.	Certificate / Document to be issued	Necessary Documents required	Fees (applicable, if any)	Days/Time for delivery of documents
1	Original Degree Certificate	<ul style="list-style-type: none"><li>• NOC from the concerned College/Institute</li><li>• Photocopy of 10<sup>th</sup> certificate</li></ul>	Not applicable	7 working days
2	Duplicate Certificate: 1. Degree Certificate 2. DMC, Migration Certificate Provisional	<ul style="list-style-type: none"><li>• Original Copy of First Information Report.(FIR)</li><li>• A request letter from the student concerned</li><li>• Photocopy of requested certificate</li><li>• ID Proof of the concerned candidate</li></ul>	Rs. 500/-  Rs. 200/-	7 working days
3	Provisional Degree/Migration Certificate (after completion of course)	<ul style="list-style-type: none"><li>• NOC from the concerned College/Institute</li><li>• Photocopy of 10<sup>th</sup> Certificate</li></ul>	Rs. 200/-	03 working days from date of receipt of application
5	Official Transcript	<ul style="list-style-type: none"><li>• A request letter from the Student Concerned</li><li>• Photocopies of all DMC's.</li></ul>	Rs. 300/- for each set	15 working days from date of receipt of application
6	Detail Marks Card	<ul style="list-style-type: none"><li>• NOC from Concerned College.</li><li>• Copy of Result Notifications</li></ul>	Not applicable	Within 10 working days from date of receipt of application
7	Verification of DMC's & Degree	<ul style="list-style-type: none"><li>• A letter from company/Institution</li><li>• Photo copy of Original Degree Certificate</li></ul>	Rs. 50/-	Within 10 working days from date of receipt of application
8	Attestation of DMC/Degree	<ul style="list-style-type: none"><li>• Photo copies of DMC/Degree with Originals</li></ul>	Rs. 50/- First Copy, Rs. 20 for another copies	03 working days from date of receipt of application

### NOTE: Postal Charges:

- Rs.100/- (in Punjab), Rs.200/- (outside Punjab / India) if directly applied by the student.
- In case of Transcript, fee and postal charges have to be deposited per copy basis.
- The time taken by the post or any postal delay should not be counted in the above mentioned time/days for document delivery.

  
(ਰਿਸ਼ੀ ਗੁਪਤਾ) 24/12/15  
ਨੋਡਲ ਅਫਿਸਰ, ਆਰ.ਟੀ.ਐਸ.

### ਉਤਾਰਾ :

1. ਰਜਿਸਟਰਾਰ
2. ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ
3. ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀ : ਜਾਣਕਾਰੀ ਹਿਤ
4. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਕੰਪਿਊਟਰ ਸ਼ਾਖਾ) : ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਵੈੱਬ ਸਾਈਟ 'ਤੇ ਅਪਡੇਟ ਕਰਨ ਸੰਬੰਧੀ।

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