

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

Dated : 24/12/2015

Ref. No. : IKGPTU/RTS/05

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	• NOC from the concerned College/Institute • Photocopy of 10 th certificate	Not applicable	7 working days
2	Duplicate Certificate: 1. Degree Certificate 2. DMC, Migration Certificate Provisional	• Original Copy of First Information Report.(FIR) • A request letter from the student concerned • Photocopy of requested certificate • ID Proof of the concerned candidate	Rs. 500/- Rs. 200/-	7 working days
3	Provisional Degree/Migration Certificate (after completion of course)	• NOC from the concerned College/Institute • Photocopy of 10 th Certificate	Rs. 200/-	03 working days from date of receipt of application
5	Official Transcript	• A request letter from the Student Concerned • Photocopies of all DMC's.	Rs. 300/- for each set	15 working days from date of receipt of application
6	Detail Marks Card	• NOC from Concerned College. • Copy of Result Notifications	Not applicable	Within 10 working days from date of receipt of application
7	Verification of DMC's & Degree	• A letter from company/Institution • Photo copy of Original Degree Certificate	Rs. 50/-	Within 10 working days from date of receipt of application
8	Attestation of DMC/Degree	• Photo copies of DMC/Degree with Originals	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.

ਉਤਾਰਾ :

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

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