

EXAM SECTION: INSTRUCTION FOR STUDENTS REGARDING DIFFERENT APPLICATIONS

(छात्रो को बिभिन्न आबेदन सम्बन्धी जानकारी)

Requirements	Provisional Certificate	Migration	Degree Certificate	Duplicate Mark Sheet	Transcript*
1. Dully filled Application form essential for all except *	Attestation/ Forwarding is not mandatory	Photocopy of TC must be enclosed otherwise , Forwarding from Principal/ HOD is mandatory	Forwarding is mandatory from Principal/ HOD or Attestation by Gazetted Officer with photocopy of TC be enclosed	Affidavit on non-judicial paper of Rs 10=00, explaining why duplicate copy required, is mandatory	Application on plain paper with proof of its requirement
2. Photocopy of all MarkSheet/Grade Sheet of all Semesters/ years	Essential	Mandatory In absence Rs. 30=00 per mark sheet will be charged	Mandatory	Clearly written Roll no., Year of passing, name of College are essential	Mandatory
3. Fee in IRS either through DD or Online payment	Rs 152=00 (Rs 252=00 for urgent)	Rs 152=00 (Rs 252=00 for urgent)	Rs 200=00 Including Postal charge	Rs 62=00 (Rs 122=00 for urgent)	Rs 400=00 for First copy & Rs 100=00 for extra per copy
4. Fee for Duplicate Copy with Affidavit	Rs 302=00 (Rs 502=00 for urgent)	Rs 302=00 (Rs 502=00 for urgent)	Rs 502=00	NA	NA

1. Application Form for each except * may be downloaded from our web site www.ggu.ac.in
 2. Attestation of attached document is not essential.
 3. **Rs 60=00 extra as Postal Charge in each case should be enclosed with DD/ e-receipt.**
 4. DD in favour of to "The Registrar, Guru Ghasidas Vishwavidyalaya Bilaspur, C.G."; payable at Bilaspur C.G. or through online payment, e-receipt must be attached.
 5. For urgent (on same day) **fee will only be accepted through Chalan** which is available on Exam counter.
 6. Degree is sent **only** through registered post at student's address written on application form.
 7. Migration/ Duplicate Mark Sheet/ Provisional Certificate/ Transcript is given only to concerned student or it may be sent to his postal address if postal charge is deposited. **Or** if he/she is unable to come authorized letter from concerned student with photo copy and original ID card of both if produced by borrower then it is given to him/her.
 8. Student, who has deposited Degree fee with his /her Exam Form, is exempted.
 9. **For Verification*:** Hard copy i.e. photocopies of documents which are to be verified with requisite fee (Rs 100.00 per document) be send to the Registrar Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G. 495009.
- Note: Online verification/service system is not developed.

DEPUTY REGISTRAR (EXAM)