



GSFCU/REGISTRAR /OO/2019/3007

Date: 25.09.2019

OFFICE ORDER

Sub: Charges / Fees for issuance of various certificates

Ref: Office order No. GSFCU/Registrar/00/2019/2017 dated 04.09.2019

This has a reference to the office order mentioned above. GSFC University management has reviewed and made some changes in the fees for issuing of various certificates by Academic / Examination section in substitution of above referred office order.

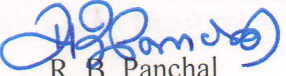
Sr. No.	Description of Service	Revised Charges (Rs.)	Issuing Authority
01	Bonafide Certificate	Free for the students applying for scholarship, passport, driving license and Adhar card. 100/- for all other matters	Administration Department
02	Duplicate ID Card	150/-	Administration Department
03	Original Degree Certificate at Convocation Original Degree Certificate – in -absentia	Fees will be decided from time to time at the time of convocation.	Examination Department
04	Duplicate Grade card / Mark-sheet	1000/-	Examination Department
05	Duplicate Degree Certificate	2000/-	Registrar Office
06	Transcript	1000/- for 5 sets and multiple thereof	Registrar Office
07	Migration Certificate	500/-	Examination Department
08	Name Correction in Mark-sheet / Grade Card	500/-	Examination Department
09	Repeat / ATKT Examination	500/- for each paper All the students having ATKTs will be given one chance without charging any fees to clear their pending ATKTs in examination going to be held in Dec. 2019. Thereafter, fees will be charged as above for the all successive examinations which will be held from June 2020.	Examination Department
10	Viewing / Reevaluation (Reassessment) of answer-sheets	500/- Viewing 500/- Reevaluation	Examination Department



Note:

1. The prescribed formats for issue of various documents/ certificates are available at 'Student Corner' of GSFC university website.
2. Student can download the prescribed form and fill the details by paying applicable fees in account department of the university and submit the same at respective office.

This Office Order will come into effect from the date of office order.


R. B. Panchal
Registrar

To,

1. Provost
2. Director (Administration)
3. Deputy Director (Administration)
4. Finance Department
5. Dean / Associate Deans
6. Admission section
7. Notice boards – SOT / SOS / SOM
8. IT Department

President – For information please