



(Accredited with Grade 'A' by NAAC)

Letter No. 103(A) EG-VI

Dt. 2.1.2025

OFFICE ORDER

INSTRUCTION FOR OBTAINING VERIFICATION REPORT FOR THE MARK SHEET/ GRADE SHEET/ PROVISIONAL CERTIFICATE/DEGREE OR DIPLOMA CERTIFICATES ETC.

Ref.No.5593/Syn, Dt. 16.12.2024

1. Fees for verification/transcript of certificates/mark sheet/grade sheet for all years.
 - i) Each copy of certificates/mark sheet/grade sheet applied by the Individual (Online/Offline mode) – Rs. 1000/-
 - ii) Each copy of certificates/mark sheet/grade sheet applied by the Private Organization / Foreign Country (Online/Offline mode) – Rs. 3000/-
 - iii) Each copy of certificates/mark sheet/grade sheet applied by the other than Higher Education Deptt. (Online/Offline mode) – Rs. 1000/-
 - iv) Each copy of certificates/mark sheet/grade sheet applied by the Govt. of other states/ Central Govt. of India (Online/Offline mode) – Rs. 2000/-
 - v) Each copy of certificates/mark sheet/grade sheet applied by the Higher Education Deptt. Govt. of Odisha (Online/Offline mode) – Nil
 - vi) Each copy of certificates/mark sheet/grade sheet applied by the Defence Services (Online/Offline mode) – Nil
 - vii) Each additional copy of documents- Rs.500/-
2. Postal charges excluding fees for verification/transcript within India Rs.100/- and Foreign Countries Rs. 2000/-
3. Fees for verification / transcript of certificates /marksheet/grade sheet will be same.
4. Fees for verification / transcript of certificates /marksheet/grade sheet in both online and offline will be same.
5. For online payment go through the Sambalpur University website i.e <http://www.suniv.ac.in> then click on **fee collection**.
6. The verification/transcript of certificates/ mark sheet/grade sheet should be made available from the year 2000 onwards. The Tabulation Register of earlier year are mostly damaged by white ants and hence the verification can only be made subject to availability of records
7. All the Government/Non-Government Office, who want to seek the verification report of the certificates of students are required to send the request letter in their "Office letter Head" duly signed by the authorized Officer along with the following information/documents.
 - (i) Photocopies of the certificates for which verification/ genuineness is required. The contents of the photocopies should be legible/readable. Incomplete/ Illegible documents will be rejected.
 - (ii) Requisite fees should be given as per the prescribed rates given above with the documentary evidence.
 - (iii) Details of the students should be clearly mentioned in request letter i.e. Official Letter Head" of the Government/Non-Government Offices. These offices are also requested to send the details of the student like: (a) Student's Name, (b) Programme, (c) Enrollment No., (d) Year of completion of the Programme, (e) Division/Percentage etc. (f) reason for which the verification is required.
 - (iv) Name and designation of the officer and complete official Address of the Department, where verification report is to be sent by the University to avoid delay.

The request letter for verification /Genuineness of certificates is to be sent to the under signed using email id soeg-vi@suniv.ac.in with a copy to coe@suniv.ac.in

58/01/2025
Controller of Examination