



ସମ୍ବଲପୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ
Sambalpur University
(NAAC Accredited with 'A' Grade)
GOLDEN JUBILEE CELEBRATION
(50 Years of Excellence)

INSTRUCTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF SAMBALPUR UNIVERSITY STUDENTS FOR THEIR MARK-SHEET/GRADE CARD/PROVISIONAL CERTIFICATE/ DEGREE & DIPLOMA CERTIFICATES ETC.

Ref: No.1085/Syn Dt.11.02.2016

- A. The Verification Report of Mark-Sheet/Grade Card/Provisional Certificate/ Degree/Diploma Certificates, Transcripts etc. can be provided to the Government and Non-Government Offices and to the person concerned by post.
- B. **THE REQUISITE FEES FOR VERIFICATION OF MARK SHEET/ CERTIFICATES/ TRANSCRIPTS REQUESTED BY PRIVATE ORGANISATIONS/ ONLINE REQUESTS MADE BY THE GOVERNMENT:**

| Sl No. | Year of Examination | Fee |
|--------|---|---------|
| 1 | For verification of mark sheet/ certificate/ transcript of one (01) student | Rs.3000 |

- C. **THE REQUISITE FEES FOR VERIFICATION OF MARK SHEET:**

| Sl No. | Year of Examination | Fee |
|--------|-----------------------------------|--------|
| 1 | For Examination between 2006-2015 | Rs.200 |
| 2 | For Examination between 1996-2005 | Rs.300 |
| 3 | For Examination before 1996 | Rs.500 |

- D. **THE REQUISITE FEES FOR VERIFICATION OF CERTIFICATES/ TRANSCRIPTS:**

| Sl No. | Year of Examination | Fee |
|--------|-----------------------------------|---------|
| 1 | For Examination between 2006-2015 | Rs.500 |
| 2 | For Examination between 1990-2005 | Rs.1000 |
| 3 | For Examination before 1990 | Rs.2000 |

THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH BANK DRAFT DRAWN IN FAVOUR OF 'COMPTROLLER OF FINANCE, SAMBALPUR UNIVERSITY' PAYABLE AT BURLA

- E. All the Government/Non-Government Offices, 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:-
- 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.
 - Requisite fees should be given as per the prescribed rates given above.
 - Details of the student should be clearly mentioned in request letter i.e. "Official Letter-Head" of the Govt. or Non-Govt. Offices. These Offices are also requested to send the details of the Student like: (a) Student's Name, (b) Programme, (c) Enrolment No., (d) Year of completion of the Programme, (e) Division / Percentage etc. (f) Reason for which the verification is required.
 - Name & Designation of the Officer and Complete Official Address of the Department, where Verification Report is required to be sent by the University may be given to avoid delay.
- F. The request letter for Verification/Genuineness of Certificates is to be sent to: **The Asst. Registrar (Exam), Sambalpur University, Jyoti Vihar, Burla, Sambalpur, Odisha, India, PIN-768019.**


Controller of Examinations
Sambalpur University