



HIMACHAL PRADESH TECHNICAL UNIVERSITY HAMIRPUR-177001

(Established under State Legislative Act-16 of 2010)

APPLICATION FOR OBTAINING VARIOUS ACADEMIC CERTIFICATES

STUDENT DETAILS

NAME OF THE APPLICANT : (IN CAPITAL LETTERS)											SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female
FATHER'S NAME : (IN CAPITAL LETTERS)											
UNIVERSITY ROLL NO.											
REGISTRATION NO.											
PERMANENT ADDRESS: (IN CAPITAL LETTERS with Pin Code)											
CONTACT DETAILS :	(M).					(R).					
E-MAIL ID:											
NAME OF THE COLLEGE :											
PROGRAMME OF STUDY :						NAME OF BRANCH:					
DEMAND DRAFT NUMBER AND NAME OF THE BANK:						AMOUNT PAID :					
Month and Year of Passing Out:						DATE :					

Sr. No.	Name of Service		Procedure	*Fees(applicable, if any)	Time Limit
1	Provisional Certificate <input type="checkbox"/>		1. Attested copies of all DMC's.	Rs. 300/-	5 (Working days.)
2	Registration Card <input type="checkbox"/>		1. Application Form through concerned Principal (all documents 10 th , 12 th & any other relevant)	Rs. 1500/-	
3	Migration Certificate	(a) Intra University (For those who seek migration from one college to another during course within HPTU) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by both the Principals with the seal of college. 2. Original registration card.	Rs. 10,000/-	5 (Working days.)
		(b) Inter University (For those who seek migration at the equivalent level during tenure of the course) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 20,000/-	
		(c) Inter University (For those who want to leave or quit the programme/course permanently) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 10,000/-	
		(d) Inter University (Passed out students) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 400/-	
4	Duplicate DMC's. <input type="checkbox"/>		1. Original Copy of First Information Report (FIR) and self-attested Affidavit.	Rs. 300/- for each document.	5 (Working days.)
5	Duplicate Registration Card. <input type="checkbox"/>		1. Original Copy of First Information Report (FIR) and self-attested Affidavit.	Rs. 200/-	5 (Working days.)
6	Correction of DMC/Registration Card/Provisional Degree Certificate/Academic Transcript etc. <input type="checkbox"/>		1. Photocopy of 10 th Certificate 2. Photocopy of Registration Card (if applicable)	Rs. 300/- (No fee is required if correction is sought within three month of the declaration of the result.)	5 (Working days.)
7	Academic Transcript <input type="checkbox"/>		1. Photocopy of all DMCs. 2. Photocopy of Registration Card.	Rs. 2500/- for each document.	15(Working days.)
8	Re-checking	UG Classes <input type="checkbox"/>	1. Apply within 10 days after the declaration of the result of concerned course.	Rs 1000/- per answer sheet.	5 (Working days.)
		PG Classes <input type="checkbox"/>	1. Apply within 10 days after the declaration of the result of concerned course.	Rs. 1500/- per answer sheet.	
9	Confidential Result			Rs. 500/- per result each time.	

10	Verification Of Academic Qualification	<div>Within India <input type="checkbox"/></div> <div>Outside India <input type="checkbox"/></div>		<div>Rs. 400/- per examination each time.</div> <div>Rs. 5000/- per examination each time.</div>	7 (Working days.)
11	Change of the Examination Centre from one station to another within the jurisdiction of University.	<input type="checkbox"/>		Rs. 1000/- each time	3 (Working days.)
12	Change/Correction in Examination form/Change of subject/option. (not late than one month before the commencement of examination)	<input type="checkbox"/>		Rs. 500/- for each correction.	
13	Duplicate Roll Number	<input type="checkbox"/>		Rs. 100/- each time	3 (Working days.)
Postal Charges Extra (if required to send by registered post.)					
(i) Rs. 100/- in India.					
(ii) Rs. 200/- Outside India.					
Note: Postal charges of Transcript should be on per set basis.					
*Applicable w.e.f. Jan, 2016 onward and subject to change as approved by Hon'ble Vice Chancellor/BOG.					

Applicant must tick in given box for particular desired documents.

Signature of Applicant

Instructions for the Students:

- If student is not available for receiving the document(s) applied for, he/she needs to send the following documents along with receiving person.
 - Authority letter of student.
 - Receiving Person's Photo Id Proof.
 - Student Photo Id Proof.
 - Original application receipt.
- It is compulsory to pay fee in the form of Demand Draft in the favour of **Finance Officer, Himachal Pradesh Technical University Hamirpur**, payable at **Hamirpur(H.P.)** or student can deposit the fee there and then in the University.
- Student needs to verify document while receiving from University.
- Application without above details/documents will not be processed.
- Students can submit the filled application form by hand/post in/at the office of **Assistant Registrar (Exam.) H.P. Technical University Camp Office at Govt. Polytechnic College Baru, P.O Mohin Distt. Hamirpur (H.P.) 177030.**

DECLARATION

I hereby declare that I have read all the instructions and the entries made by me in the Application Form are correct and true to the best of my knowledge.

(Any information given by the candidate if found incorrect at any stage, may lead to the cancellation of all the academic certificates and debarring the candidate to appear in any examination of HPTU.)

Signature of Applicant

Date :

Name

FOR OFFICE USE ONLY	
Application receiver's name	
Fee receipt no. :	

Document receiver's name and sign. : - _____

Contact no : - _____