

(2)

INSTRUCTIONS

1. Application Mentioning Reason (Request Form).
2. Computerized National Identity Card (Attested Photocopy).
3. One Recent Photograph (Attested).
4. Original Pay Order or Receipt of Challan of Fee Deposited in the Bank.
5. The photocopy of all previous degrees (attested) from Matric to Current Degree must be attached with application.
6. The additional clear and complete photocopy of Academic Transcript / Degree is needed for verification (if required).
7. Permanent/Present and Correct address and contact number for correspondence.
8. Departmental current issued letter is necessary for through proper channel verification for a professional.
9. The student herself is authorized to apply or receive any document(s).
10. In case the student is outside the country / unable to come due to unavoidable circumstances (proof shall be given), she can authorize someone to apply / receive the document(s) after submitting an application in which the concerned person should be mentioned with his/her ID Card.
11. Bring your Original Identity Card (National) at the time of the receiving of the document(s).
12. Collect your Document(s) after **Fifteen (15)** Working Days.

NOTE:

Only complete (in all aspects) forms will be accepted. Incomplete forms will not be entertained.