



SANT BABA BHAG SINGH UNIVERSITY

VILLAGE KHALA, PO PADIANA, DISTT JALANDHAR – 144030

Ref. No: SBBSU/23/1863

Date: 01/01/2023

Office Order

Subject: Instruction for issuing various certificates to the students.

As per the directions of the worthy Vice-Chancellor, the following decisions have been taken: -

1. This is to inform that all applications submitted by the students for issuing various documents must be signed by the dealing hand, Superintendent, Deputy Registrar / Registrar.
2. Applications for Character Certificate, Bona fide Certificate (present/passed out students) and Medium of Instruction (MoI) Certificate are to be verified by the respective CoD/HoD/Dean before forwarding it to the Registrar Office.
3. Letter of Recommendation (LoR) is to be issued by the concerned department after the submission of due fee for the same.
4. Record regarding the fees will be verified by the Finance Office.
5. Without the approval of the above said authorities in para – 1 & 2, no certificate will be issued.

This is issued with the approval of higher authorities.


Deputy Registrar

Cc:

1. Secretary, SBBSMCS - for kind information please
2. Vice-Chancellor - for kind information please
3. Registrar
4. Dean (Academics, SBBSU)
5. Controller of Examination
6. C.F.A.O.
7. All Deans/Deputy Deans
8. All Directors/Deputy Directors
9. All HoDs/CoDs/Deptt in-charges
10. All staff members of Registrar Office
11. Notice Boards
12. Website