



SANT BABA BHAG SINGH UNIVERSITY

Ref.No: SBBSU/22/1716

Date: 05/08/2022

OFFICE ORDER

This is for the information to all the Deans, Dy. Deans, Directors, Dy. Directors, and Class In-charges that applicable fee for attestation of issuance of transcript is mentioned below.

1. For PR Purpose and Higher Education in India or Abroad etc., the charges for official cumulative transcript (single page) - Rs. 3000/- + postal charges applicable +18% GST shall be the applicable fee.
2. If student wants only attestation of documents for issuance of transcript, then Rs. 50/- per document shall be charged (as per existing practice).
3. Fee once paid shall be non-refundable.

This issues with the approval of competent authority.


Registrar
04.08.2022

To:

1. Dean Academics - (To circulate information amongst concerned Deans, Heads, Coordinators, In-charges)
2. Controller of Examination - for information *& 1st certificate*
3. CAFO & Ms. Jasmeen Kaur - (To circulate amongst Fee In-charges - for deduction of fee)
4. Ms. Kamaljit Kaur / Mr. Kuldeep Singh (Registrar Office) - for implementation
5. Website In-charge - To upload at University website
6. *Notice Boards - for students.*

cc:

1. Secretary, SBBSMCS - for information, please
2. Vice-Chancellor, SBBSU - for information, please