



SANT BABA BHAG SINGH UNIVERSITY
Village Khiala, PO Padhiana, Distt - Jalandhar

Ref.No: SBBSU/26/540

Date: 22-04-2026

OFFICE ORDER

It has been observed that some of the students after obtaining receipts from accounts branch of this University of the fees paid by them are not taking proper care of the receipts and lost them during their course of study. Maintaining the record of the receipts is the duty & responsibility of the individual students, as the accounts branch or their departmental authorities may warrant such receipts for the cross verification of fee record(s).

The students are hereby advised to maintain the proper record of the receipts of the fee paid by them till the completion of their course and final no dues clearance. Hence forth if any student, request for issuance of duplicate receipts of fee, he/she has to pay a fine/fee of Rs 100/- (One Hundred Rupees, only) for the issuance of single receipt.


Registrar
SBBSU
vika

To:

1. Dean Academics
2. Controller of Examination
3. All Deans / Dy Deans
4. All Directors / Dy. Directors
5. All HoDs and CoDs (For circulation among all faculty , staff and students)
6. C.A.F.O.
7. Website Incharge
8. Notice Board

Cc:

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