SETH ANANDRAM JAIPURIA COLLEGE
(NAAC ACCREDITED)
ESTD - 1945

2nd February, 2023

Notice

Ref. No. ....   Date ....

With reference to the Notification No. CE / ADM / 125 / 23 dated the 5th day of January, 2023 issued by the Controller of Examinations, University of Calcutta it has been stated that the verification request received from the agencies [Public / Private Sector, Statutory organization] within India will cost @ ₹ 1000.00 per document.

In this connection, it is hereby notified that henceforth, the verification requests received from the Kolkata Police, West Bengal Police and other Government / Private organizations will be charged @ ₹ 1000.00 per document through the following mode of payment.

Demand Draft [payable at Kolkata]	Seth Anandram Jaipuria College
NEFT	**Name of the beneficiary:** Seth Anandram Jaipuria College
	Account No. 1405000109018160
	IFSC: PUNB0140500
	Punjab National Bank
	B. K. Pal Avenue Branch

Principal

Bursar
Seth Anandram Jaipuria College
Kolkata - 700 005

UNIVERSITY OF CALCUTTA

NOTICE

It is notified for general information to all concerned that the procedure for verification of each educational document/s and application for issuance of Duplicate Document/s (i.e. Certificate, Marksheet, Admit Card etc.) along with the requisite fees are as follows:

Fees for Document Verification:

1	Verification request from foreign agencies	US $100 or Rs. 6500/- in INR for each Document.
2	Verification request from agencies within India	Rs. 1000/- for each Document.

DOCUMENT/S REQUIRED:

1. Formal request letter for verification has to be issued by a Public/Private sector or any other Organisation or Statutory authority. Individual request for verification will not be entertained.
2. The copy of payment receipt as specified below, Formal request letter for verification and copy/s for verification clearly mentioning the Roll no. name of the Examination and Year should be submitted to the office of the Controller of Examinations (Diploma Section).

*Under no circumstances verified copy will be delivered by hand to the concerned incumbent.

Fees for Duplicate/ Provisional Documents:

1	Ordinary Fees	Rs. 500/- (Rs. Five Hundred)for each Document.
2	Urgent Fees	Rs. 700/- (Rs. Seven Hundred)for each Document.
3	Fees of Documents older than 10 years	Rs. 1000/- (Rs. One Thousand) for each Document

** Cost of the form Rs. 10/- (Ten) need to be paid with the requisite Fees for downloaded form.
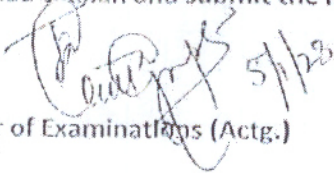
FOR ISSUING DUPLICATE DOCUMENTS:

1. For issuing of documents candidates shall have to submit the application from which will be available at sales counter of the University of Calcutta, 87/1 College Street, Kolkata-73, and Downloaded form from www.cuexam.net along with the documents as asked in the application form.
2. The copy of payment receipt and filled up Application Form should be submitted to the office of the controller of examinations (Duplicate Document Section).
3. Regular candidates affiliated under this University must get their application form forwarded by the Head of the concerned Institution.
4. Candidates applying for Duplicate Documents other than Duplicate Marksheet must submit copy of marksheets along with other supportive documents as mentioned in the application form.

Only Online mode of payment will be entertained.

The mode of payment as follows:

Google> SBI COLLECT > STATE > EDUCATIONAL INSTITUTION > CALCUTTA UNIVERSITY ONLINE PAYMENT > PAYMENT OF MISC. FEES > CATEGORY > Mentioning the name of the candidate with required data mentioned in the form filled up by the candidate > Pay through Net Banking/Debit/credit Card or in the SBI Bank through downloaded challan and submit the receipt along with Document/letter/form.

Controller of Examinations (Actg.)