



श्री VENKATESHWARA UNIVERSITY

NH-24 Rajabpur, Gajraula, Dist. Amroha- 244236

Ref: SVU/RO/Ad/2018-19/711

Date: 05.06.2018

OFFICE ORDER NO. 282 /2017-18

In partial medication of the office order of even no dated 9-2-2018, the Competent Authority is pleased to order that printing errors or data entry mistakes if any, in the University certificates/ mark sheets etc issued to students shall be corrected by the University without any liability/fine to the students within a period of 6 months wef the date printed on the mark sheet.

After the lapse of 6 months University will charge a **search fee and fine** for delay in submitting the document for rectification if any. If the mistake is from the side of student, fine and search fee payable **per document** within a period of one year is Rs.500/- . After one year the amount will be Rs. 1000/- per year per document, subject maximum of Rs. 5000/-

In case, some clerical error committed by the university is reported after 6 months, 50% amount will be charged i.e. Rs. 250/- or Rs.500/- respectively as applicable per document, subject maximum of Rs. 2500/-.

All students are hereby informed to verify their certificates/credentials without fail at the time of receiving the same.

For obtaining TC/ CC and Migration certificates the candidates have to submit application along with the fee paid receipt to the University and will be normally issued **after 5-7 days**. Students can collect the same from the university office on Monday, Thursday and Saturdays, if these are public not holidays. **Immediate/ urgent printing & delivery of CC, Migration and PDC will be on payment of 1½ times, the applicable charges.**

As usual, for sending **various certificates/mark sheets** by speed post an extra amount of Rs 250/- as **one time payment** has to be made towards **postage and handling charges.**

All officers concerned are requested to follow these norms without fail.

By the order of Hon'ble Chancellor

As per
05.06.18
Registrar

CC:

1. PS to Chancellor for kind information of Hon'ble Chancellor
2. PS to VC for kind information of VC
3. Advisors to Hon'ble Chairman
4. Controller of Examinations for necessary action
5. AR Admissions for information
6. All Deans/Directors/HoDs/Sectional Heads
7. Finance Officer/DFO/AFO for necessary action
8. Guard File