



HIMACHAL PRADESH TECHNICAL UNIVERSITY, HAMIRPUR-177001

(Established under State Legislative Act-16 of 2010)

APPLICATION FOR OBTAINING VARIOUS ACADEMIC CERTIFICATES

STUDENT DETAILS

NAME OF THE APPLICANT: (IN CAPITAL LETTERS)											GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender
FATHER'S NAME: (IN CAPITAL LETTERS)											
UNIVERSITY ROLL NO.:											
REGISTRATION NO.:											
PERMANENT ADDRESS: (IN CAPITAL LETTERS WITH PIN CODE)											
CONTACT DETAILS:	(M).					(R).					
EMAIL ID:											
ABC ID											
AADHAAR NO.											
NAME OF THE INSTITUTION:											
PROGRAMME OF STUDY:							NAME OF THE BRANCH:				
DEMAND DRAFT NUMBER AND NAME OF THE BANK:							AMOUNT PAID:				
MONTH AND YEAR OF PASSING							DATE:				

Sr. No.	Name of Service / Certificate	Procedure	*Fees (Applicable, if any)	Time Limit
1	Provisional Certificate <input type="checkbox"/>	1. Attested copies of all DMC's	₹ 500/-	05 Working Days
2	Registration Card <input type="checkbox"/>	1. Application Form through concerned Principal (all documents 10 th , 12 th & any other relevant)	₹ 1500/-	-
3	Migration Certificate Intra University (For those who seek migration from HPTU affiliated college / off campus / Main Campus to another HPTU affiliated college / off campus / Main Campus during course) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by both the Principal with seal of the college. 2. Original Registration Card	₹ 10,000/-	05 Working Days
	Inter University (For those who seek migration from HPTU affiliated college / off campus / Main Campus to another University / Institution at the equivalent level during course) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with seal of the college. 2. Original Registration Card	₹ 20,000/-	
	Inter University (For those who want to leave and quit the programme / course permanently) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with seal of the college. 2. Original Registration Card	₹ 10,000/-	
	Inter University (Passed-out student of HPTU affiliated college / off campus / Main Campus) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with seal of the college. 2. Original Registration Card	₹ 500/-	
4	Duplicate DMC's / Transcript / Degree <input type="checkbox"/>	1. Original copy of First Information Report (FIR) and self-attested Affidavit	₹ 500/- per document	05 Working Days
5	Duplicate Registration Card <input type="checkbox"/>	1. Original copy of First Information Report (FIR) 2. Undertaking for issue of Duplicate Registration Card along with valid ID proof of the student.	₹ 500/-	05 Working Days
6	Correction of DMC / Registration Card / Provisional Certificate / Academic Transcript / Migration Certificate / Degree etc. <input type="checkbox"/>	1. Photocopy of 10 th Certificate 2. Photocopy of Registration Card (if applicable) 3. Valid ID proof.	₹ 500/- (No correction fee required if correction is sought within three month of the issuance of documents)	05 Working Days
7	Change or Correction of student's name on certificate / documents / degree etc. through Hon'ble Court order <input type="checkbox"/>	1. Copy of the Hon'ble Court Order 2. Copy of the 10 th Certificate	₹ 5000/-	

8	Academic Transcript <input type="checkbox"/>	1. Photocopy of all DMCs 2. Photocopy of Registration Card	₹ 3000/- per copy	15 Working Days
9	Confidential Result <input type="checkbox"/>	1. Copy of the documentary evidence for which the Confidential Result required.	₹ 1000/- per examination result / per requirement	-
10	Verification of Academic Qualification (forwarded by the respective organization) <input type="checkbox"/>	1. Fee applicable only for private organization with in India	₹ 1000/-	07 Working Days
	Within India <input type="checkbox"/>			
	Outside India <input type="checkbox"/>		₹ 5000/-	10 Working Days
11	Change of the Examination Centre from one centre to another within the jurisdiction of University <input type="checkbox"/>		₹ 2000/-	
12	Rectification/Correction in any type of form or examination form, change of subject code /option at University Level <input type="checkbox"/>		₹ 1000/- per examination form	
13	Degree Certificate <input type="checkbox"/>		₹ 1000/-	
14	Backlog Certificate <input type="checkbox"/>		₹ 1000/-	05 Working Days
15	Other Certificates <input type="checkbox"/>		₹ 500/-	
Postal Charges Extra (if required to send by registered post.)				
(i) With-in India: ₹ 150/- for single certificate (within State and out of State) (ii) ₹ 500/- for multiple certificates / Academic Transcripts				
(ii) Out Side India: ₹ 2000/- (By Air mail)				

Applicant must tick in given box for particular desired documents.

Signature of Applicant

Instructions for the Students:

- Application without the above enclosures will not be entertained at any cost
- In case the student is not available to receive the applied documents, he/she may authorize a person. The authorized person must attached the following documents along with application form.
 - Authority letter (**Annexure-A**).
 - Authorized Person's Photo Id Proof.
 - Student Photo Id Proof.
 - Original fee receipt.
- It is compulsory to pay fee either in the form of Demand Draft in the favour of **Finance Officer, Himachal Pradesh Technical University Hamirpur**, payable at **Hamirpur (H.P.)** or fee can be deposited directly there and then in the Finance Branch of this University.
- Students must check / verify the documents while receiving from the university.
- Students may submit the filled application form either by hand or through post at following address:

Sr. No.	Name of Document / Certificate	Address
1.	Registration Card, Migration Certificate (Intra University & Inter University), Duplicate Registration Card and correction in registration card.	Deputy Registrar (Academic), H.P. Technical University, V.P.O-Daruhi, Tehsil & Distt. Hamirpur (HP)-177001
2.	Provisional Certificate, Migration Certificate (Pass out students and to quit course / programme), Duplicate DMC's, Academic Transcript, Correction of DMC's, Backlog Certificate, Confidential Result, Verification of Academic Qualification, Change of Exam Centre, Correction in Exam from, Lost Registration Card, Other Certificates etc.	Additional Controller of Examination, H.P. Technical University, V.P.O-Daruhi, Tehsil & Distt. Hamirpur (HP)-177001

DECLARATION

I hereby declare that I have read all the instructions and the entries made by me in the Application Form are correct and true to the best of my knowledge.

(Any information given by the candidate if found incorrect at any stage, may lead to the cancellation of all the academic certificates and debarring the candidate to appear in any examination of HPTU.)

Signature of Applicant

Date :

Name



हिमाचल प्रदेश तकनीकी विश्वविद्यालय
HIMACHAL PRADESH TECHNICAL UNIVERSITY

(A STATE GOVERNMENT UNIVERSITY)

V.P.O-Daruhi, Tehsil & Distt.-Hamirpur (H.P.) – 177001

**DECLARATION IN CASE OF RECEIVING CERTIFICATE (S) / DOCUMENT(S) THROUGH
AUTHORIZED PERSON**

I, _____ hereby authorize _____
to collect the _____ certificate (s) / document(s) on my behalf in my
absence.

My representative acknowledges the requirement to present a valid ID for identification &
verification. He / She will provide a photocopy of same while collecting the certificate (s) /
document(s) on my behalf.

I further inform that my representative is authorized to sign the receipt of said certificate (s) /
document(s) as acknowledgement.

I accept full responsibility in the event the certificate (s) / document(s) are not received,
whether collected by my representative or sent by post.

Signature of the candidate with date

Signature of the authorized person