

GENERAL APPLICATION FORM

INWARD NO. [ACADEMIC] _____

(Through Head of the Department/Respective Warden of Hostel/T&P Cell etc)

Date:- ____ / ____ /20____

The Deputy Registrar (Academic)
National Institute of Technology, Kurukshetra-136119

Subject: To issue required Certificate/To solve the issue as mentioned below.

Sir,

Kindly arrange to issue the following certificate for the _____ purpose or resolve the issue as briefed below.

Please tick which is required

Prescribed Fee

- | | | |
|--|---|---|
| 1. Bonafide certificate | } | Rs.20/- |
| 2. Character Certificate | } | Rs.20/- |
| 3. Migration Certificate | } | Rs.200/- (Rs. 300/- through Post) |
| 4. Hostel Leave Certificate (Enclose Affidavit) | } | - |
| 5. Duplicate I-Card (Enclose Affidavit + FIR for loss) | } | Rs.20/- (Duplicate I-Card) |
| 6. No Objection Certificate | } | - |
| 7. Transcript | } | Rs.450/- 1 st Set &
Subsequent set @Rs.90/- . |
| 8. Degree Certificate | } | Rs.500/- (Rs.600/- through Post) |
| 9. Any other _____ | } | |
| 10. Describe in brief if Any other is applicable _____ | | |

[Brief the issue along with the supporting documents]

Particulars of the student

Name _____ Roll No. _____

Father's Name _____ Semester & Section _____

B. Tech/M. Tech./MBA/MCA/Ph. D. (Branch/Specialization _____)

Year of passing (If applicable) _____ Mobile& E-mail _____

Thanking you

Yours faithfully,

(Signature of the Student)

(For office use)

- Prescribed fee is received, details of the student is verified from the record.
- The certificate may be issued as per letter placed below for signatures.

Dealing Assistant

Superintendent

Deputy Registrar (Academic)

Date of Signature: ____ / ____ /20____

I have received the required certificate(s) on /issue is solved on

(Signature of the Student)