

**FEE STRUCTURE FOR OBTAINING CERTIFICATES  
AT EXAMINATION BRANCH  
PAYMENT TO BE MADE BY ONLINE OR CHALLAN ONLY**

S.No	Name of the Certificate / Memo	Prescribed Fee	Prescribed fee for Urgent Services (10 working days)
1	<b>Degree Certificate (OD) All courses</b> ➤ From year of passing up to 5 years ➤ Above 5 years ➤ Addl. Charges for every subsequent year after 10 years	₹.1000.00 ₹.2000.00 ₹. 200.00	₹.2,000.00 ₹.3,000.00 ₹.500.00
2	Consolidate Memo of Marks ➤ UG Course ➤ UG Professional Course ➤ PG Course ➤ PG Professional Course	₹.400.00 ₹.500.00 ₹.450.00 ₹.500.00	₹.850.00 ₹.850.00 ₹.900.00 ₹.900.00
3	Duplicate Consolidate Memo of Marks (in place of lost Degree Cert.) with FIR ➤ UG Course ➤ UG Professional Course ➤ PG Course ➤ PG Professional Course	₹.600.00 ₹.600.00 ₹.600.00 ₹.600.00	₹.850.00 ₹.850.00 ₹.900.00 ₹.900.00
4	Provisional Certificate	₹.150.00	₹.350.00
5	Duplicate Provisional Cert. with FIR	₹.150.00	₹.350.00
6	Semester Memos	₹.150.00	₹.250.00
7	Merit / Rank Certificates	₹.200.00	₹.300.00
8	Migration Certificates	₹.200.00	-
9	Ph.D Thesis Submission Fee	₹.25,000.00	-
10	Revaluation per paper	₹.300.00	
11	Change of name as per Gazette Notification	₹.800.00	₹.1,000.00
12	Medium Certificate	₹.300.00	₹.700.00
13	Name correction in Semester Memo (as per CMM)	₹.100.00	
14	Name correction ➤ without issuing Memo ➤ With issuing Memo	₹.250.00 ₹.600.00	
15	Postal Charges Within India	₹.150.00	
16	Postal Charges outside India	₹.3,000.00	
17	Verification request from ➤ Within India (per candidate) ➤ Private Organization ➤ Govt. Organization	₹.1,500.00 Nil	
18	Verification request outside India per candidate	₹.2,000.00	
19	Transcripts	₹.100.00	₹.250.00