

**OFFICE OF THE DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI(ODISHA)**

NOTIFICATION NO. 147

Date:17.11.2020

This is for information to all the Research Scholars / Students of this campus that the following forms are available in our campus website. Hence they are directed to fill the forms (**according to the requirement of the student**) and come to the campus for speedy clearance of the same.

1. Application for issue of duplicate mark-sheet / duplicate certificate /migration certificate / provisional certificate. (**send the filled up form along with the requisite documents to CSU, N Delhi**).
2. Application for college leaving certificate (**They should get the clearance form filled by the departmental library and Library as well**).
3. Research progress report form.(**send the filled up form to the concerned Guide**)

For further details and information / doubt they may contact Shri S.K.Mohanty (Mob No.7008643152)


(PROF. K. MISHRA)
DIRECTOR

Copy for information to:-

- 1) Shri S.K.Mohanty,D.Asst.(TC,Marksheet),CSU,SSC,Puri.
- 2) Campus website/Acd. File.

(APPLICATION FOR ISSUE OF DUPLICATE MARK-SHEET/DUPLICATE
CERTIFICATE/MIGRATION CERTIFICATE/PROVISIONAL CERTIFICATE)

To

The Controller (Exam.),
Central Sanskrit University,
56-57, Institutional Area, Janakpuri,
New Delhi-110058

Sir,

Kindly issue me -----

My particulars are as under:-

1. Name (in block letter) : -----
2. Father's Name : -----
3. Address for despatch : -----

----- Pin-----
4. Date of Birth : -----
5. Class : -----Year-----
6. Roll No. : -----
7. Year : -----
8. Enrolment No. : -----
9. Name of Campus/
Institution where studied last : -----
10. Attested copy of mark-sheet
of last examination issued
by Sansthan : -----
11. Reason : -----

- (i) I solemnly affirm that I have not taken migration so far.
- (ii) I have lost the migration certificate. So please issue me duplicate copy of migration certificate. Police report and affidavit from the public Notary is concerned.

A sum of Rs. -----

through D.D. No. Cash Receipt No. -----

Dated ----- towards fees for (Name of the document) -----

is enclosed herewith.

Yours faithfully,

(Signature of the Candidate)

.....(2)

The following rates for different certificates/mark sheets has been enhanced w.e.f. 17.09.2019.

Sl. No.	Name of the Mark Sheet / Certificate	Revised fee w.e.f. 17.09.2019		
		Upto 5 year old	More than five years & upto 10 Year old	More than 10 Year old
01	Migration Certificate	Rs.300/- +Rs.200/- urgent	Rs.600/- +Rs.200/-urgent	Rs.1000/- +Rs.200/-urgent
02	Duplicate / Correction Migration Certificate	Rs.500/- + Rs.200/- urgent	Rs.750/- +Rs.200/- urgent	Rs.1000/- +Rs.200/-urgent
03	Duplicate / Correction of Mark Sheet	Rs.400/- + Rs.200/- urgent	Rs.750/-+ Rs.200 urgent	Rs.1000/- +Rs.200/-urgent
04	Duplicate / Correction Certificate	Rs.500/- + Rs.200/- urgent	Rs.1000/- +Rs.200/-urgent	Rs.1500/- +Rs.200/-urgent
05	Mark Sheet / Certificate Transcript	Rs. 500/- Per Document	Rs. 1000 Per Document	Rs. 1500 Per Document
06	Duplicate Admit Card	Rs.500/- through Director		
07	Change of Exam. Centre	Rs.1000/- through Director		
08	Provisional Certificate	Rs. 300/- + Rs. 200/- Urgent		
09	Re-Valuation (within one month of Result Declaration)	Rs. 750/- Per Paper		
10	Re-Counting (within one month of Result Declaration)	Rs. 500/- Per Paper		
11	Duplicate of Semester / Annual Answer Sheet	Rs. 1000/- Per Paper		
12	Attestation	Rs. 500/-		

NOTE :

1. Copy of urgent mark-sheet will be issued upto next day from depositing the fees.
2. Police report and affidavit from the First Class Magistrate are required for issue of duplicate copy of original certificate.
3. Police report and affidavit from Public Notary are required to issue duplicate copy of Migration Certificate.
4. Money through M.O. or Cheque will not be accepted.
5. Bank draft should be in favour of Central Sanskrit University, New Delhi.
Please accept Rs..... (.....)

SECTION OFFICER (Exam.)

**RASHTRIYA SANSKRIT SANSTHAN (DEEMED UNIVERSITY)
SHRI SADASHIVA CAMPUS, PURI (ORISSA)**

APPLICATION FOR COLLEGE LEAVING CERTIFICATE

Conduct Certificate / withdrawal of Caution Money (apply separately each)

To,

The Principal

Rastriya Sanskrit Sanstha, (D.U.) Sadashiva Campus, Puri

Sir,

I want to withdraw my name from the Vidyapeeth Roll and request you to kindly issue my college leaving Certificate / conduct certificate. I would also like to back my caution money I am furnishing below the particulars required for the propose submitting No Dues Certificate from different department

I am / a boarder of the Hostel No. -

1. Full name in capital _____

Name of the class	Session	Roll No.
2. Roll Nos from the Ist		

3. Sansthan's enrolment Numbers :
4. Last examination appeared :
5. Last Exam roll No.
6. Passed or failed :
7. Opt taken / department :
8. Reason of applying for T.C. :

Date -

Signature of the Student

NO DUES CERTIFICATE FROM DIFFERENT DEPARTMENT

Department	Nature of Dues or No Dues	Signature of the Head of the Deptt.
1. Library		
2. Deptt. Library		
3. Games Teacher		
4. Hostel		
5. Store-Keeper		
6. Accounts Deptt.		
7. Teacher in charge of class		

Verified and found to correct

My be issued / My be paid

Signature of the Clerk

**S.O.
Issue the Certificate / Pay
the Caution Money**

Date _____

**Principal
RSS(D.U.) SS Campus, Puri**

राष्ट्रीय संस्कृत संस्थानम्

(मानितविश्वविद्यालयः) श्रीसदाशिवपरिसर, पुरी - ७५२००१ (उड़िशा)

अनुसन्धानकार्यस्य प्रगतिप्रतिवेदनम्

अनुसन्धाता स्वयमेव पूरयेत्

(.....तःयावत्)

१. अनुसन्धानकर्तुं नाम _____
२. स्थायिपत्रसङ्केतः : _____
३. विभागनाम _____ ४. अनुसन्धानसंस्थाननाम _____
५. गृहीतविषयनाम _____
६. कार्यारम्भदिनांकः _____ ७. पंजीकरणसंख्या _____
८. छात्रवृत्तिनाम _____ ९. छात्रवृत्त्यारम्भतिथिः _____
१०. छात्रवृत्तेः समापनतिथिः _____ ११. गृहीतवृत्तिविवरणम् _____
१२. विहीतकार्यविवरणम् _____

(यदीदं स्थानमपर्वीयं भवेत् तर्हि पत्रान्तरे विलिख्य पूरणीयम्)

- क) उपरि निर्दिष्टसमये अधीतग्रन्थः (ग्रन्थांशः) _____

- ख) अधीतानुसन्धानप्रधान पत्रिकाणां विवरणम् _____

- ग) गृहीतसामग्रीकविवरणम् _____
उपरिप्रदर्शितसमये लिखितपृष्ठसंख्या _____
सर्वा लिखितपृष्ठसंख्या _____
- घ) आरम्भसोऽद्यावधि लिखितपृष्ठसंख्या _____
- ङ) कस्यै हेतवे सामग्री संगृहीता तत्सम्बन्धिविवरणम् _____

(२)

अस्यामिदं प्रमाणयामि यदहं कुत्रपि अबैतनिकशोधकार्यतिरिक्तं, कार्यं सेवां न करोमि तथा कस्मादन्यस्मात् स्रोतशःवेतनं छात्रवृत्तिं साहाय्यं वा न प्राप्नोमि । छात्रवृत्तेरारम्भकालात् कस्यामपि परीक्षायां न प्रविष्टोऽस्मि न वा प्रवेक्ष्यामि । इदमहं प्रतिजाने यदस्मिन् शोधकार्याबधौ भवतां पूर्वानुमतिंविना शोधकार्यातिरिक्तमन्यमपि कार्यं न करिष्यामीति ।

दिनाङ्कः _____

अनुसन्धेतुहस्ताक्षरम् _____

स्थानीय पत्रसकेतः _____

१३. संगृहितसामग्रीविषये मार्गनिदेशकस्याभिमतसारांशः _____

१४. छात्रवृत्तिप्राप्तिविषये मार्गदर्शकस्य सम्मतिः _____

तः _____ यावद्वृत्तिदानायानुमन्ये ।

मार्गदर्शकस्य समीपे उपस्थिति-दिनानि _____

पूर्वोपस्थितियोगः _____

उपस्थितियोगः _____

अनुसन्धेत्संशयम् _____

छात्रेणानेन लिखित विवरणं सत्यं मया परीक्षितं च । अयं / इयं/ छात्रछात्री निर्दिष्टे _____ समये

शोधकार्यस्य _____ समाप्तिं करिष्यातीति निश्चिनोमि/अनुमिनोमि

प्रगतिश्चास्य सन्तोषवहा ।

मार्गनिदेशकस्य हस्ताक्षरम् _____

मुद्रा

अस्मै _____ नाम्ने शोधछात्राय _____

मासानां छात्रवृत्तिः प्रदेया ।

दिनाङ्कः _____

प्राचार्यः