



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
(Examination Division)

No. 4(10)/2014-IGDTUW-Exam 4) (a-b)

Dated: 23.01.2017

OFFICE MEMORANDUM

Subject: Fee for issue of Transcript of Marks & various other certificates in respect of students of IGDTUW.

In order to issue the documents like Transcript of Marks & various other certificates in respect of students of IGDTUW the following charges would be applicable:

1) Issue of Transcript

Charges of Transcript	If applied from India	If applied from abroad (including postal charges)
Upto 6 years	Rs. 1000/-	US \$100
More than 6 years	Rs. 1500/-	US \$150
Additional copies at the time of application	Rs. 100/- per copy	US \$10 per copy

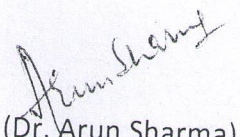
2) Issue of Duplicate Mark sheet and Certificates

Charges of issue of Duplicate Mark Sheets and Certificates	If applied from India	If applied from abroad (including postal charges)
Upto 6 years	Rs. 500/-	US \$50*
More than 6 years	Rs. 1000/-	US \$100*
Additional copies at the time of application	Rs. 100/- per copy	US \$10* per copy

Note : For counting number of years, it will be from the year of passing the last examination of the program of study.

3) For attestation of Mark sheets and Certificates issued by the University(if applied from abroad),.

Rs. 500/- per copy


(Dr. Arun Sharma)

Dy. Dean (Examination Affairs)

No. 4(10)/2014-IGDTUW-Exam

Dated: 23.01.2017

Copy to :-

1. DFO, IGDTUW
2. All Deans, Dy. Deans and HODs (ASH/CSE/DAP/ECE/IT/MAE).
3. Section Heads – Examination Affairs
4. PS to Vice Chancellor, IGDTUW.
5. PA to Registrar, IGDTUW.
6. Incharge, (Web Services) for uploading the circular on the website of the IGDTUW.
7. Guard file.