



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

सेक्टर ए-७, इन्स्टिटूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

दूरभाष/ Tele: +9111-27787500-503, फैक्स/ Fax: +9111-27787503वेबसाइट/Website: [www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)

## Request for Issuing Various Certificates

1. Student has to fill the following application form first.
2. Then student has to submit the necessary fee according to the fee given in Annexure-I.
3. After that student has to submit the following form (properly filled and duly verified by Accounts section) to the Academics Office (Room No. 206) for UG students and at Dean R&C office (Room No. 104) for PG/PhD students for further processing.
4. Minimum seven (07) working days are required to complete the process; hence students are advised to do the needful accordingly.

Alternatively

Signed and scanned version of application along with the fee submission document (self attested) as a proof may be sent to following email addresses for further processing:

For UG Students: To: [academics@nitdelhi.ac.in](mailto:academics@nitdelhi.ac.in); Cc: [deanacademic@nitdelhi.ac.in](mailto:deanacademic@nitdelhi.ac.in)

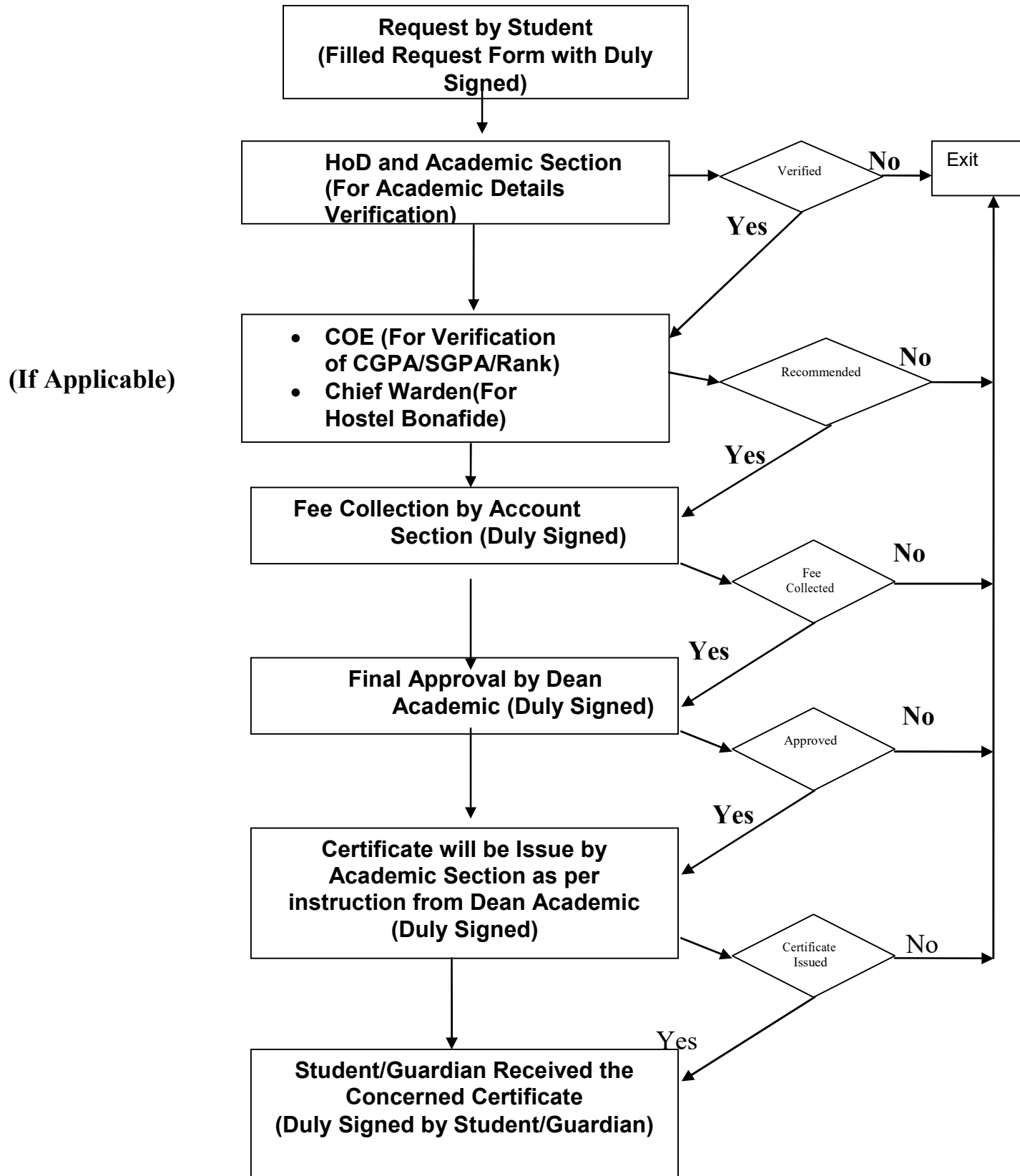
For PG/ PhD Students: To: [deanrcoffice@nitdelhi.ac.in](mailto:deanrcoffice@nitdelhi.ac.in); Cc: [deanrc@nitdelhi.ac.in](mailto:deanrc@nitdelhi.ac.in)

5. Incomplete application or application without proper supporting documents/ duly verified fee receipts will be summarily rejected.

### Work Flow for Student Application:

Fill up **GENERAL APPLICATION FORM FOR CERTIFICATES** → Payment of Necessary Fee (Annexure I) along with Endorsement by Accounts Section in the General Application Form → Submission at Academics Office (For UG)/ Dean R&C Office (For PG/ PhD) → Collection of Certificate.

## Request Flow for Various Certificates





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### General Application Form for Certificates

1. Name of Student (Block Letters) : Mr./Ms.
2. Father's Name :
3. Programme (B. Tech/M. Tech/Ph.D) :
4. Branch :
5. Enrollment No./ Year and Semester :
6. Email Address :
7. Mobile No. / Landline No. :
8. Category (Gen/SC/ST/OBC) :
9. Name/ Type of Certificate required :
10. Purpose/Reason for which certificate required:
11. Certificate is required through Post or By Hand:
12. Please mention the complete postal address  
if the certificate is required through post:

13. Details of Fee paid (Attached proof of Fee paid):

Amount (in Rs./ in USD)	Receipt No/ DD No. /Transaction ID.	Date

Date: \_\_\_\_\_

(Signature of Student)

**Declaration by student:**

I hereby declare that all the information given above are correct and true to the best of my knowledge and belief and nothing has been concealed therein. If any wrong information is found on my part, I shall be liable to face the disciplinary action.

**Date:** \_\_\_\_\_

**(Signature of Student)**

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**(To be verified by the Academic Section)**

Certified that above entries made by the Applicant are correct as per Office Record and the certificate can be issued to him/her applied for.

**Dated**

**JA/ Staff Member (Academics Section)**

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**(Verification by HoD and CoE/Chief Warden (If Applicable))**

The Application for the issue of certificates applied by the student is being forwarded to Dean Academic.

**Note:**

**\* HoD (for Recommendation)**

**\*COE (For Verification of CGPA/SGPA/Rank)**

**\*Chief Warden (For Hostel Bonafide)**

**(Signature of COE/Chief Warden)**

**(Signature of HoD)**

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**(Fee Collection by Accounts Section)**

**Prescribed Fee is received: Yes \_\_\_/No \_\_\_**

**Amount of fee Paid:**

**Signature of Account Section:**

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**(For Approval)**

**Dated**

**(Dean Academic)**

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**(For Office use only)**

Received the above Certificate No..... Dated.....on.....

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**Signature of the Applicant (Student/Guardian)**

## Annexure-I

**List of Certificates/ Documents along with the prescribed Fee is as below:**

<b>S. No.</b>	<b>Name of Certificate/Document</b>	<b>Prescribed Fee</b>
1.	Bonafide Certificate	Rs.100 (US \$10*)
2.	Fee Structure Certificate	Rs.100 (US \$10*)
3.	Rank Certificate	Rs.100 (US \$10*)
4.	No Objection Certificate for Internship or otherwise (Current Student)	Rs.100 (US \$10*)
5.	Issue of Character Certificate	Rs.100 (US \$10*)
6.	Issue of Transfer Certificate	Rs.500 (US \$20*)
7.	Issue of Transcripts (For one set)	Rs.200 (US \$15*)
8.	Issue of Duplicate grade sheet	Rs.200 (US \$15*)
9.	Issue of Original Degree Certificate (Who have not collected their degree in convocation)	Rs.1000 (US \$50*)
10.	Issue of Duplicate Degree Certificate	Rs.2000 (US \$100*)
11.	Medium of Instruction Certificate	Rs.100 (US \$10*)
12.	Any other miscellaneous certificate not listed above	Rs.200 (US \$15*)
13.	Postal Charges (within India)	Rs.500
14.	Postal Charges (outside India)	US \$20*

**\*For DASA students, if applying from abroad.**

**Procedure for Getting Document(s)/ Certificate(s)**

1. Download “**GENERAL APPLICATION FORM FOR CERTIFICATES**” available on the Institute Website.
2. Fill Application form in your handwriting and attach the following relevant document(s).

<b>S. No.</b>	<b>Name of Certificate/Document Required</b>	<b>Documents to be submitted</b>
1	Bonafide Certificate (current student)	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt
2	Fee Structure Certificate	
3	Rank Certificate	
4	No Objection Certificate for Internship or otherwise (Current Student)	
5	Issue of Character Certificate	
6	Issue of Transfer Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt (c) Self Attested Photocopy of the ‘No Dues’ form (d) Self Attested Photocopy of Final Year Grade Sheet
7	Issue of Transcripts (For One Set)	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt (c) Self Attested Photocopy of all the Semester’s Grade Sheets
8	Issue of Duplicate Grade Sheet/Transfer Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt (c) Xerox copy of the lost Certificate (c) Police FIR (in case of lost)
9	Issue of Original Degree Certificate (Who have not collected their degree in convocation)	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt (c) Self Attested Photocopy of the ‘No Dues’ form (d) Self Attested Photocopy of Photo ID Proof issued by the Organization/ Government Agencies
10	Issue of Duplicate Degree Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt (c) Self Attested Photocopy of the ‘No Dues’ form (d) Self Attested Photocopy of Photo ID Proof issued by the Organization/ Government Agencies (e) Police FIR (in case of lost)
11	Medium of Instruction Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt
12	Any other miscellaneous certificate not listed above	(a) Prescribed application form to be filled by the applicant. (b) Copy of Fee Receipt

## Mode of Payment

### **Online option:**

Transfer amount in Institute bank account through Internet Banking (submit e-receipt) or deposit case in Institute Bank account through any bank (submit receipt in original). Relevant bank details are as follow:

**Beneficiary A/c Name:** Director NIT Delhi Fee

**A/c No.:** 2876101004077

**IFSC Code:** CNRB0002983

**Bank Name:** Canara Bank

**Offline option:** Submit Bank draft drawn in favour of the **'Director, NIT Fee A/c'** payable at Delhi  
**Or**

Submit prescribed Fee (in cash) in the Accounts Section.

2. Cheques and Indian Postal Orders are not accepted. No cash payment is allowed as well.
3. **Please make separate application for each Certificate/ Document.**
4. Incomplete application will be rejected.
5. If a student cannot collect the Document(s)/ Certificate(s) personally, the Institute can send it by Registered Post/ Speed Post to the student's address provided by the students to the Academic Section to send the certificate by post as per student request. **The Institute is not responsible for the safe passage and delivery of the certificate.**
6. Original Degree is issued to the pass out students during Convocation. If a student cannot attend the convocation, he/she (or his/her authorized person, such as parents (with identity proof), can collect the certificate personally from the Academic Section at a later date. Authorization should be through a written letter. If a student neither can attend the Convocation nor can collect the degree certificate personally, the Institute can send it by Registered Post/ Speed Post to the student's address provided by the students to the Academic Section. **The Institute is not responsible for the safe passage and delivery of the certificate.**
7. In case of student/applicant is deputing some person for collection of the documents applied for (except Original Degree/Certificate/ Transcript), he/she is required to send "Letter of Authority" along with the copy of Institute's ID Card with the person authorized to collect the documents.
8. If a student wants to submit an application through post, he/she needs to fill application form in his/her handwriting and attach the required documents mentioned in the above table with this application form and post it along with Bank Draft/ Online Generated Receipt (in case of online payment) and other enclosures through **SPEED POST/COURIER** at the following address

**The Office of Dean Academic**

**Academic Section, Room No 206**

**National Institute of Technology Delhi**

**Sector A-7, Institutional Area, Narela, Delhi-110040, India.**

9. In case if student has any query in the process, he/she may contact the Academic Office at [academics@nitdelhi.ac.in](mailto:academics@nitdelhi.ac.in) or may call at 011-33861036 (O) [within office hours of working days only].