



ASSAM UNIVERSITY: SILCHAR

CIRCULAR

Sub : Verification of educational testimonials

The University has been in receipt of queries from verification of educational testimonials (Certificates/Marksheets) from verification agencies on a regular basis.

In order to streamline the process of verification and make it smooth and hassle free, it has been decided to adopt the following procedure wef **01-April-2016**.

- (i) With effect from 01-04-2016, the verification agencies shall be allowed to submit application (as per attached format) through e-mail and also to deposit/credit fees for verification through NEFT/RTGS to the University A/c No. – 20050110032152.
- (ii) The fee for verification can be deposited either through Demand Draft in favour of Assam University Silchar, payable at Silchar or through NEFT/RTGS as per the following details :
 - Name of the A/c - Assam University Examination Receipts A/c
 - Name of the Bank - UCO Bank
 - Name of the Branch - Assam University Branch
 - Type of A/c - SB
 - A/c No. - 20050110032152
 - IFSC - UCBA0002005
- (iii) The fee for verification shall be charged @ **Rs. 400.00** (Rupees four hundred) only wef **01-04-2016**. However, no fee is required to be paid by government agencies/ organizations for the purpose.
- (iv) Verification agencies are advised to submit their requests for verification as per the application form attached with this circular.
- (v) Telephonic enquiry may be made with Section Officer (PG) Examination Branch in Phone No. (O) : 03842-270285.

(Dr. S. Dutta Roy)
Controller of Examinations
Date : 17th February 2016

No. AUE/VERI/04/15

Copy to :

- (i) Registrar/Finance Officer for kind information.
- (ii) Director, Computer Centre with a request to upload the verification form and the circular in the segment of forms in the Assam University website on permanent basis.
- (iii) All Officers of Examination Department for information.
- (iv) PS to VC for kind information of the Vice-Chancellor.
- (v) Verifying agency.

Controller of Examinations



ASSAM UNIVERSITY: SILCHAR
Application Form for Verification of Marksheet/Certificate

To
The Controller of Examinations
Assam University
Silchar-788011.

Sub : Verification of marksheet/certificate.

Sir/Madam,

I am to request you to kindly undertake verification of marksheet and/or certificate of the candidate who has prosecuted his/her course under the Assam University, Silchar and the details of the candidate are mentioned below :

Particulars of the candidate :

- (1) (a) Name of the candidate : _____
(in BLOCK LETTERS)
(b) Father's Name : _____
(c) Name of Degree/Examination : _____
(d) Roll No. : _____
(e) Registration No. with year : _____ of _____
(f) Period of study : _____
(g) Copies of marksheets attached from 1st semester to end semester:

Examination	Roll No.	Year
1 st Semester		
2 nd Semester		
3 rd Semester		
4 th Semester		
5 th Semester		
6 th Semester		
7 th Semester		
8 th Semester		
9 th Semester		
10 th Semester		
Final Marksheet		

(h) Final Marksheet and Certificate
are furnished herewith :

Put tick mark (✓)

Yes	No

2. Details of Fees :

Rs. 400.00 (Rupees four hundred) only per candidate : _____

D/D No. and date (must be enclosed)

OR

NEFT/RTGS details

Amount remitted : _____

Date of remittance : _____

(Copy must be enclosed)

Yours faithfully

Date:

Name: _____

Designation: _____

Full Address : _____

PIN :

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Instructions :

(1) Fees (Rs. 400.00 for each verification) can be deposited by/through

(a) Demand Draft in favour of Assam University Silchar.

OR

(b) NEFT Transfer to the following Bank a/c

- Name of the A/c - Assam University Examination Receipts A/c
- Name of the Bank - UCO Bank
- Name of the Branch - Assam University Branch
- Type of A/c - SB
- A/c No. - 20050110032152
- IFSC - UCBA0002005

(2) Filling all the gaps are mandatory.

(3) Scanned copy of the application indicating, inter alia, details of the fee paid through NEFT/RTGS can be sent via e-mail to the following address/ids :

(i) au.examination@gmail.com

(ii) cc to – financeofficerassamuniversity@gmail.com

However, hard copy of the application is required to be sent for records.