



### **General Instructions for Migration Certificate**

1. Fill-up the application form properly. Incomplete application will not be considered. The matter of Granting / issuing Migration Certificate is subject to satisfying all the stipulations.

2. **Signature / Clearance / NOC :** (i) Clearance / NOC from the Central Library.  
(ii) Clearance / NOC from the concerned Department.  
(iii) Verified by Head-Clerk of the College.  
(iv) Signed by Principal.

3. **Attachments :** (i) Photocopy of the Registration Certificate  
(ii) Photocopy of the Marksheet (Both side)  
(iii) Original Money Receipt.  
(iv) Paste recent passport size colour photograph.

4. **Rate of Fees :**  
Urgent : Rs.400/-

General/Ordinary Rs.200/-  
(After Seven Working Days)

5. Fees should be deposited in Cash at the College Cash Counter.

6. Bring the Original Registration Certificate & Marksheet for receiving Migration Certificate.

**N.B.:** The fees may be changed from time to time as per order of the College Authority.