



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(An Institute of National Importance Established under the Act of Parliament)
(Ministry of Petroleum & Natural Gas, Government of India)

REQUISITION FORM

To obtain official transcripts and other certifications- "Please fill out the form **NEATLY** in **CAPITAL LETTERS**"

To,
The Dean, Academic Affairs
RGPT, Jais, Amethi, UP - 229304

Student Name: _____ Father Name: _____

Roll No.: _____ Dept. Name: _____ Current Semester: _____

B.Tech. /M.Tech./BBA/Diploma/MBA/PhD: _____ Date of Birth: _____ Mobile No. _____

Present Address: (RGPT Hostel Room No.): _____

Permanent/Correspondence Address: _____

Pin: _____

Purpose : _____

Sl. No.	Particulars of the Documents	Charges (in ₹)	
		Enrolled Students	Pass-out Students
1	Transcripts	100.00	2000.00
2	Duplicate Grade Sheets	100.00	1000.00
3	Bonafide Certificate (Internship & Higher Study)	Free	500.00
4	Bonafide Certificate (Scholarship, Educational Loan, Passport, VISA, Railway Pass, Opening of Bank Account etc.)	50.00 (Free of cost once a semester. For each additional copy)	500.00
5	Provisional Degree Certificate	200.00	N.A.
6	Character Certificate	100.00	300.00
7	Verification of Degree or Certificate	N.A.	2000.00
8	Duplicate Degree	N.A.	5000.00
9	Migration Certificate	N.A.	500.00
10	No Objection Certificate	50.00	N.A.
11	Any other Miscellaneous Certificates not listed above	200.00	500.00
12	i) Medium of Instruction Certificate ii) CPI to Percentage Conversion Certi.	Available on Institute Website (If the student wants it by name and/or latest date: 100.00)	Available on Institute Website (If the student wants it by name and/or latest date: 200.00)
13	ID Card Correction & Re-issued (If lost/misplaced, need copy of FIR)	Updating of card (Any reason): 100.00 Lost/Damaged/ Replacement: 400.00 Lost/Damaged Second time: 800.00	N.A.
14	Endorsement of Certificate	200.00	N.A.
15	Postal Charges	Within India: 200.00 Outside India Degree only: 3500.00 Outside India Other Misc. Certificate: 2500.00	Within India: 200.00 Outside India Degree only: 3500.00 Outside India Other Misc. Certificate: 2500.00

*Details of the amount deposited in the institution:

[5th Character is Zero (0)]

*Beneficiary Name: RGPT, A/C No: 59480100000001, A/C Type: Saving, IFSC Code: BARB0JAICAM, Branch: RGPT JAIS CAMPUS

*Mode of Payment: _____ Amount Deposit: _____ Transaction ID: _____ Date: _____

*Note: Official transcripts/certificates of the enrolled & pass out students will be issued within 07 working days from the date of receiving of Requisition Form.

Signature of the Student

Recommended By:

Date:

DUGC/DPGC/HoD

Standard Operating Procedure (SoP) for Bonafide Certificate

1. To get a bonafide certificate, students must fill in the prescribed requisition form.
2. prescribed requisition form can be downloaded from the institute's website or may be obtained from the academic office.
3. Forms should be filled in block capital letters.
4. Purpose of making Bonafide should be clearly mentioned.
5. It is necessary to show the purpose of making Bonafide Certificate in the form.
6. Application Form should be forwarded through HoD/ DPGC/DUGC as applicable.
7. Payment Transaction details must be mentioned clearly.
8. Application forms may be submitted between 11:00 AM to 1:00 PM on working days only.
9. certificate may be collected between 4:00 PM to 6:00 PM on working days only.
10. Bonafide certificate will be issued within 7 working days from the date of receiving the application form.