



**CLEARANCE CERTIFICATES**

(Not required for Private candidates and those who have taken Migration Certificate/Provisional Certificate)

**1. Clearance from the Provost/Principal/A.F.O. (Students):**  
The particulars mentioned by the Candidate overleaf are true. His/her account is clear.

Seal \_\_\_\_\_ Signature \_\_\_\_\_  
(Hand written, not stamped)  
Date ..... Name .....

**2. Clearance from the Maulana Azad Library:**  
The account of the candidate is clear

Seal \_\_\_\_\_ Dy. / Asstt. Librarian \_\_\_\_\_  
Date ..... Name .....

**3. Clearance from the Seminar Lib./Book Bank/College Lib.**

The account of the Candidate is clear.

Seal \_\_\_\_\_ Signature of the \_\_\_\_\_  
Authorized Officer \_\_\_\_\_  
Date ..... Name .....

**4. Clearance from the DFO/AFO (Advance):**  
(in case of M. Phil./Ph.D. Scholars only)

The account of the candidate is clear.

Seal \_\_\_\_\_ Signature of the AFO/DFO \_\_\_\_\_  
Date ..... Name .....

**Conditions/Instructions to the Candidates**

1. Each information/verification/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the degree/diploma/certificate and must therefore be furnished/enclosed.
2. For mode of delivery of the degree/diploma/certificate, please fill in column 2 overleaf carefully and completely. No Change will ordinarily be accepted.
3. The degree/diploma/certificate must be collected within three months from the date of application.

**PROFORMA FOR AUTHORITY LETTER**

(To be type written on a separate sheet and given to the authorized person)

I hereby authorize the following permanent AMU employee, whose particulars are given below, to receive my degree/dip/cert..... exam of ..... The acknowledgement of the application registered under no .....dated .....is enclosed.

**PARTICULARS OF THE AUTHORISED PERSON:**

1. Signature .....
  2. Name of full .....
  3. Designation .....
  4. Department/office .....
- Date ..... SEAL .....

**ATTESTATION BY HEAD OF THE DEPTT./OFFICE:**

The authorized signatory is a permanent AMU employee working in this Deptt./office He/She has signed before me:

1. Signature .....
  2. Name in full .....
  3. Designation .....
  4. Department/office .....
- Date ..... SEAL .....

**CHECK LIST: (Please tick P the boxes or write 'NA' if not applicable)**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| 1. Cash Receipt is pasted/DD is attached   | <input type="checkbox"/> | 5. Postage stamps worth Rs. 42/- with 3 self addressed slips of 5x3 cms size enclosed.                  | <input type="checkbox"/> |
| 2. The candidate has signed at the end of the form   | <input type="checkbox"/> | <b>OR</b>   |                          |
| 3. Clearance certificates Nos. 1,2,3 (also 4 in case of M.Phil./Ph.D.) signed and rubber stamped.  | <input type="checkbox"/> | An authority letter on a separate sheet, as per above proforma, has been given to the authorised person | <input type="checkbox"/> |
| 4. An attested photocopy of the exam. for which the Degree/diploma/Cert. is required and applied for is enclosed. (in case of class XII cert. both class XI and class XII mark sheets are enclosed). | <input type="checkbox"/> | <b>OR</b>   |                          |
|  |                          | The candidate will collect the document personally.   | <input type="checkbox"/> |
|  |                          | 6. An attested photocopy of H.S./SSC (Class X) Certificate/marksheet is enclosed.                       | <input type="checkbox"/> |

**IMPORTANT** The Degree/Diploma/Certificate will be handed over only either to the candidate or his/her authorized representative holding a permanent position in AMU, on production of documentary proof of identity, or will be sent by registered post to the address mentioned in the relevant column, (if three self addressed slips of size 5x3 cms with postage stamps worth Rs. 42/- kept in a small envelope, are submitted alongwith the application form ).