

CLEARANCE CERTIFICATES (Not for Private Candidates)

1. Clearance from the Dean/the Principal concerned:

The particulars mentioned by the Candidate are true. His/Her name has been struck off the rolls w.e.f. (date)
 Vide Memo No. Dated.....

Seal _____ Signature of the Dean/the Principal
 (Hand written, not stamped)
 Date Name

2. Clearance from the Proctor concerned:

There is nothing on record to warrant withholding his/her migration certificate. It may therefore be issued.

Seal _____ Signature of the Proctor
 (Hand written, not stamped)
 Date Name

3. Clearance from the Provost concerned:

The particulars mentioned by the Candidate overleaf are true. His/Her name has been removed from the hall w.e.f.....
 His/Her account is clear.

Seal _____ Signature of the Provost
 (Hand written, not stamped)
 Date Name

4. Clearance from the DFA/AFO (Advance):

(in case of M.Phil./ Ph.d Scholars only)
 The account of the candidate is clear.

Seal _____ Signature of the AFO/DFO
 (Hand written, not stamped)
 Date Name

5. Clearance from the Seminar Lib./Book Bank:

The account of the Candidate is clear.

Seal _____

 Date Authorised Signatory
 Name

6. Clearance from the Maulana Azad Library:

The account of the candidate is clear

Seal _____ Signature of Dy. / Asstt. Librarian
 (Hand written, not stamped)
 Date Name

Conditions/Instructions to the Candidates

- Each information/verifications/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the migration certificate and must therefore be furnished/enclosed.
- For mode of delivery of the migration certificate, please fill in columns 1 (f) and 2 overleaf carefully and completely. No change will ordinarily be accepted.
- Caution: No duplicate migration certificate is issued.**
- If the certificate is desired to be collected personally but not so collected within three months from the date of application, it may be sent to the candidate by post to the address given in the form/available in university records, at his/her risk.
- If the certificate is desired to be collected through a permanent AMU employee, the candidate should authorize him/her the following proforma and the employee should submit it at the time of taking certificate.
- Issuance of the migration certificate normally take one week from the date of submission of the application, complete in all respects.
- Fee once deposited is not refundable/adjustable

PROFORMA FOR AUTHORITY LETTER

(To be type written on a separate sheet and given to the authorised employee)

I authorize the following permanent AMU employee, to receive my migration certificate for which I have applied vide Regn. No. date The acknowledgement of the application is enclosed.

Date Signature of the Candidate

ATTESTATION BY HEAD OF THE DEPTT./OFFICE:

The authorised signatory is a permanent AMU employee working in the Deptt./office. He/She signed before me:

1. SignatureDate
2. Name in full
3. Designation
4. Department/office

SEAL

PARTICULARS OF THE AUTHOURISEDPERSON:

1. SignatureDate
2. Name in full
3. Designation
4. Department/office

Date

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

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. All the entries have been made <input type="checkbox"/> 2. Cash Receipt is pasted / DD is attached <input type="checkbox"/> 3. Photograph of the candidate pasted and signed across <input type="checkbox"/> 4. Photograph of the candidate attested as required and seal affixed. <input type="checkbox"/> 5. The candidate has signed at the end of the form. <input type="checkbox"/> | <ol style="list-style-type: none"> 6. Clearance certificates against Nos. 1,2,3,5 & 6 (also 4 in case of M.Phil/Ph.D.) signed and stamped <input type="checkbox"/> 7. Postage stamps worth Rs. 25/- with 3 self addressed slips of 9x4 cms. size enclosed. <input type="checkbox"/> 8. An attested photocopy of SSC/HS certificate enclosed <input type="checkbox"/> 9. A photocopy of certificate of marks of last exam. (or notification in case of Ph.D/M.Phil Scholars) enclosed. <input type="checkbox"/> |
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IMPORTANT The migration certificate will be handed over only either to the candidate or his/her authorized representative (a permanent employee of AMU of Section Officer or higher level) or will be sent by registered post to the address mentioned in the relevant column (If postage stamps worth Rs. 25/- with three self addressed slips of 9x4 cms. size enclosed).