

SUSHANT UNIVERSITY
(Erstwhile Ansal University)
Examinations Department

Charges for Issue of Duplicate Grade Sheet, Provisional and Degree Certificate

02 November 2020

Any student who misplaces his/her grade sheet or degree can request for issuing duplicate copies of the same. The concerned student besides making the payment also need to lodge an FIR and submit a copy of the FIR to the examinations office along with an application for issuing the duplicate copy. The charges for issue of the duplicate documents are-

1. Charges for Duplicate Grade sheet (per semester) – Rs 1000
2. Charges for Duplicate Provisional Certificate – Rs 1000
3. Charges for Duplicate Degree Certificate – Rs 5000

The charges for duplicate document can be either paid in cash at the counter or deposited through online mode (RTGS/NEFT) as per following details:

Account Name	ANSAL UNIVERSITY
Bank Name	Yes Bank Ltd.
Bank A/c Number	000380200001999
IFSC Code	YESB0000003
Branch Address	Plot No. 11/48, Shopping Centre, Diplomatic Enclave, Malcha Market, Chanakyapuri, New Delhi -110021
Bank A/c type	Saving

Please note after RTGS/NEFT, kindly provide following details by mail for receipt generation and collection from Accounts office of AU

- 1) NEFT/RTGS/Transaction Number
- 2) Date of Payment
- 3) Amount
- 4) Name of Account Holder from which payment made
- 5) Student Details (Name and Roll Number of AU/AIT)

Mail these details to fees@ansaluniversity.edu.in and COE@ansaluniversity.edu.in

Once the payment has been verified the duplicate document generation process would be initiated.



Controller of Examinations

