

Banjara Education Society's

**LATE BAPUSAHEB PATIL EKAMBEKAR COLLEGE, HANEGAON
TQ. DEGLOOR DIST. NANDED**

CITIZEN CHART

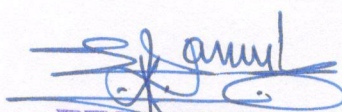
Providing services to students by College

Sr. No.	Services	Essential Documents	Duration of Providing services
1	Admission	Transfer Certificate, Mark Sheet, Aadhar Card, Photo if Applicable Caste Certificate & Migration	15 Days
2	Identity Card	Receipt of Admission	Same Day
3	Exam Fees Form	Previous year Mark sheet	Same Day
4	Exam Admit Card	--	After completion of No dues
5	Passing Certificate	--	After Result 1 or 2 days
6	Transfer Certificate	Request Application, No-dues, Xerox of Mark sheet & Rs. 115 Fees	2 to 3 Days
7	Bonafide	Request Application & Rs. 20 Fees	1 Days
8	Nirgam Copy	Request Application	1 Days
9	Migration Certificate	Migration form, Last exam Marks sheet, Eligibility No.	2 to 3 Days
10	Duplicate T.C.	Request Application, Xerox copy of all Marks sheet, T.C. Missing Advertisement in News Paper, Police Compliant Copy & Rs. 150 Fees.	2 to 5 Days
11	Degree Provisional Certificate	--	After University Result Declaration
12	Scholarship Form	All essential Documents	2 to 3 Days

Notice:-

1. For above work student should be paid fees with prescribed documents.
2. All certificates will be distributed after 3.00 PM.
3. If the above works are not completed within the stipulated time or problems arise, then meet the Hon. Principal.




PRINCIPAL
Late B.P.E. College Hanegaon
Tq. Degloor Dist. Nanded