



Chetana's

Ramprasad Khandelwal Institute of Management & Research

(Affiliated to University of Mumbai & Approved by AICTE, New Delhi)

Survey No. 341, Government Colony, Bandra (E), Mumbai-400 051. Phone No.: 022-26513346 / 26516643

NOTICE

Sub: Verification Fees for Verification of Educational Document/s

Anyone can apply for verification of original / copy of University documents like Degree Certificate, Certificate of Passing, Statement of Marks etc. issued by Examination Department should submit the application with payment of fees (non-refundable) by Demand Draft / Pay Order in favor of Chetana's R.K. Institute of Management and Research payable at Mumbai.

For verification of documents applicant should submit two copies of each documents.
Verification fee are as follows

Sr No	Period of Document/s	Fee Amount
1	Within a period past 3 years	Rs.500/-
2	Within 4 to 10 years period	Rs.700/-
3	Within 10 to 20 years	Rs.800/-
4	Prior to 20 years period	Rs.1000/-
5	For urgent verification	Additional Rs 100/-

- Verification will be done strictly as per the date of receipt of application
- All applications should be submitted in the office.
- Fees once paid will not be refunded on any account.
- No enquiry will be entertained before expiry of **Ten** days for normal verification.
- No enquiry will be entertained before expiry of **Four** days for urgent verification.
- For urgent verification within **Four** days additional charges of Rs.100 will be charged.

J. Bhakay
Director

