Ref. CUJ/SSS/DEDS/2026/18/687 Date: 03.11.2026

कार्यालय आदेश / OFFICE ORDER

Sub: Authorisation for Issuance / Endorsement of Bonafide Certificates and Fellowship-related Documents to Students of the University

All concerned are hereby informed that, with immediate effect, the following officials shall be the authorised signatories for issuance/endorsement of Bonafide Certificates and fellowship-related documents to students of the University, as specified below:

1. Bonafide Certificate for Study / Scholarship Loan: Bonafide Certificates containing details of academic fees and other relevant information, required by State Governments (UP, MP, Jharkhand, E-Kalyan, etc.), Central Government, Banks, Industries, etc. for availing of educational loans/scholarship, shall be issued or endorsed by the Head of the concerned Departments, as applicable.
2. Bonafide Certificate/Endorsement for University Rank: Bonafide Certificates or application forms requiring verification or certification of a student's University rank, marks conversion, gradesheet bifurcation, etc. shall be issued or duly endorsed by the Controller of Examinations, as applicable.
3. Bonafide Certificate/Endorsement for Fellowships: Bonafide Certificates, application forms, and other endorsements, specifically requiring endorsement by the Head of Institution / Registrar, shall be issued or duly endorsed by the Office of the Registrar.

All Heads of Departments are requested to ensure that applications received from students for the issuance or endorsement of such certificates/documents are forwarded to the appropriate authority along with a properly recorded file note containing clear recommendations and relevant justification. Such applications shall be routed through the Controller of Examinations, Dean, Academic Affairs, or Dean (Research & Development), as applicable, with their respective recommendations, before being submitted to the Office of the Registrar for consideration and necessary action.

All concerned offices and authorities are requested to adhere to the above instructions to ensure uniformity, clarity and smooth processing of student applications.

The earlier Office Order ref. no. CUJ/SSS/DEDS/2026/18/233/632 dated 08.10.2026 and CUJ/SSS/DEDS/2026/18/682 dated 02.11.2026 stands as cancelled.

This is issued with the approval of the Hon'ble Vice-Chancellor.

03/11/2026

कुलसचिव (प्र.) / REGISTRAR (I/c)

Copy for information and necessary action to:
1. PS to VC, PS to Registrar, PS to FO, PA to CoE & PA to Librarian
2. All Deans of Schools
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D / DSW / C-PB
4. All Heads/Coordinators of Departments
5. PIC Estate / Tech. Cell / DR / AR / PRO / EE / I/c Health Centre
6. System Analyst - for University Website
7. All Students of the University to refer Website
8. Notice Board, Concerned File & Guard File