

Indian Statistical Institute

203, B.T. Road, Kolkata – 700 108

March 9, 2018

Charges for Miscellaneous Services

In partial modification of the circular issued on February 1, 2018, and in supersession of all earlier circulars on this subject, the charges for miscellaneous services offered to/for alumni who have successfully completed any degree/diploma programme of the Institute, are fixed as follows with immediate effect:

Serial No.	Services	Charges (Rs.)	GST (@18%)	Total (Rs.)
1.	Bona fide Certificate/Migration Certificate/ Certificate of Medium of Instruction	100	18	118
2.	Official Transcript (unsealed; per copy)			
	a) Within 1 year of Convocation*	200	36	236
	b) Between 1 and 4 years from the date of Convocation	500	90	590
	c) After 4 years from the date of the Convocation	800	144	944
3.	Verification of Academic Records (Per Student)	1000	180	1180
4.	Degree in absentia (including original marksheet)			
	a) Within 6 months of Convocation	--	--	NIL
	b) Between 6 months and 4 years from the date of Convocation	500	90	590
	c) Additional charge for every subsequent year (after 4 years from the date of the Convocation)	300	54	354
5.	Mark sheet/ Transcript in sealed envelope (additional charge per envelope)	200	36	236
6.	Duplicate Marksheet/Certificate	1000	180	1180

*The Convocation in which the degree/diploma was awarded

To avail of any of these services, an application must be made in writing to the Dean's Office or by email to deanoffice@isical.ac.in. The service request will be completed within fifteen working days (except for item no. 6, in which case it will be completed within thirty working days) after confirmation of payment. For item no. 3, please see <https://goo.gl/JDyYaG>.

Note: For a current student (including research fellow) of the Institute who is applying for any of the aforementioned services in respect of a degree/diploma programme that he/she has previously completed successfully in this Institute, the above charges will apply.

Mode of Payment

1. By cash at the Institute cash counter in person/ by authorized representative between 11 a.m. and 1 p.m. on any working day. The applicant must provide in advance details (type, number etc.) of photo ID that the authorized representative will be carrying.
2. By direct bank transfer to ISI. Details are given below:

A. Name of the Bank	:	United Bank of India
B. Account Holder(s) Name	:	Indian Statistical Institute
C. Bank Address	:	Dunlop Bridge Branch 202/1 B.T. Road, Kolkata - 700108
D. 9-Digit MICR Code Number of the bank and branch	:	700027046, Dunlop Bridge Branch, Kolkata
E. NEFT IFSC Code	:	UTBI 0 DLB140
F. RTGS IFSC Code	:	UTBI 0 DLB140
G. Bank Account Number	:	0071050000118
H. SWIFT Code	:	UTBIINBBOBC
I. Remarks (Mandatory)	:	DEAN OFFICE MISC

Amila P. J.
9/3/2018