

Indian Statistical Institute

203, B.T. Road, Kolkata – 700 108

November 30, 2023

Charges for Miscellaneous Services

In partial modification of the circular issued on March 9, 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.	Bonafide 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 2 years from the date of Convocation	500	90	590
	c) After 2 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	Nil	Nil
	b) Between 6 months and 1 year from the date of Convocation	500	90	590
	c) Additional charge for every subsequent year (after 1 year 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 deanofficeisi@gmail.com or 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 [click on the link](#).

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.

Procedure for taking the above mentioned services from Sl. No. 1 to 6 (except Sl. No.3)

- In person:** Application to the Dean of Studies with a photocopy of the valid Government ID proof and carry original of the same.
 - By authorized representative:** Application to the Dean of Studies (email: deanofficeisi@gmail.com) with proper authorization letter with mentioning the Govt. photo ID no. of authorized person in the authorization letter. The authorized person will carry the original for verification along with a Photocopy of that ID proof.
- c) Mode of Payment**

- By direct bank transfer to ISI (details are given below):
Beneficiary Name: Indian Statistical Institute
Bank Name : PUNJAB NATIONAL BANK ERSTWHILE UNITED BANK OF INDIA
Bank A/C No.: 0071050000118
Bank IFSC : PUNB0397700
- By cash, contact to the Dean's Office in person/by authorized representative between 11 a.m. and 1 p.m. on any working day.



(Gopal Krishna Basak)
Dean of Studies