

Request Form for Obtaining Documents from SRIC & IR Section

1. Full Name of the Agency/Institution/Organization (in CAPITAL): _____

2. Address: _____

Pin Code: _____

3. Contact No. : _____

4. E-mail ID : _____

5. Website URL: _____

6. Name of authorized person: _____ 7. Designation: _____

8. E-mail address: _____ 9. Mobile No. : _____

10. Please provide the document/verify the document of Mr. /Ms.: _____

Employee(ID): _____ Designation: _____ Project No. _____

Principal Investigator (PI) name : _____ Date of Joining _____

Date of Relieving _____

12. Document(s) Required:

| Document(s) required | No. of copies |
|---|---------------|
| a) Verification of Experience certificate by any organization/ agency (subject to the availability / confirmation from the concerned departments/ section/PI. | |

13. Purpose of verification/obtaining the document:

14. Mode of receiving documents:

a) I want to collect the document in person / through authorized person (enclose authorization letter)

b) Please send the document via registered post on address mentioned above.

c) Please send document via E-mail (please mention E-mail ID : _____)

15. I certify that the prescribed amount has been paid :

i. For the documents: Rs. _____

ii. For Postal charges: Rs. _____

Total (in words):Rs. _____

16. Mode of payment:

a) Demand Draft No. _____ date _____ Bank & branch _____.

b) Online Transaction/UTR No.* _____ date _____ Bank & branch _____.

(* Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)

17. I certify that the signed authorization of the employee has been obtained and the same is enclosed with this application.

Date:
Person

(Official Seal)

Signature of Authorized

| Charges for Obtaining Authenticated Document(s) from IIT Mandi | | | | | |
|--|---|------------------------------------|-----------------|---------|---|
| Sl. No. | Document | Charges (in Rupees per copy) | Postage | | Tentative time required to prepare the document |
| | | | To be sent | Charges | |
| 1 | Verification of Experience certificate by any organization/ agency (subject to the availability / confirmation from the concerned departments/ section/P.I. | 100 | to within India | 100 | 05 days * |
| | | | Abroad | 1500 | |
| * subject to the availability/confirmation from concerned departments/sections. Also, this excludes postal time. | | | | | |
| Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Dean SRIC & IR permission. The mentioned charges are valid till the next review. | | | | | |

An Agency/Institution/Organisation willing to have a certified copy of the Certificate / Verification of documents, can do so by sending the prescribed application on its letter head, mentioning the purpose of the verification/requirement of document along with the following enclosures:

- Photocopy of the certificate(s) to be verified
- Signed authorization from the candidate (employee/staff)

PAYMENT OF CHARGES

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

A/C Name : IIT Mandi SRIC Fund
Account No. : 7315000100034378
IFSC Code : PUNB0731500
Bank : PUNJAB NATIONAL BANK
Branch : IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID or submit the deposit receipt in the application form.

The application form, complete in all respect (along with the required enclosures) may be submitted/sent To:

The Assistant Registrar (SRIC & IR)
Indian Institute of Technology Mandi,
Old Director office Building, Kamand Campus,
District: Mandi – 175075 (Himachal Pradesh)
Phone:01905-267132
E-mail: srcioffice@iitmandi.ac.in, arsric@iitmandi.ac.in

PROCESSING:

Upon receiving the application with the proof of payment and other relevant papers, a request will be sent to Accounts section (of IIT Mandi) for confirmation on the credit of the requisite charges in the SRIC –Fund account. The application will be processed further on receipt of the confirmation.