Indian Institute of Technology Mandi
Mandi-175001, Himachal Pradesh, India

भारतीय प्रौद्योगिकी संस्थान मण्डी
मण्डी—175001, हिमाचल प्रदेश, भारत

Request Form for Obtaining Documents from Dean Students Secretariat
(To be filled by Student / Alumnus)

1. Full Name (in CAPITAL): _____

2. Roll No.: _____

3. Programme (B.Tech./M.Sc./MA/M.Tech./MBA/M.S./IPhD/Ph.D.): _____

4. Branch / School: _____

5. E-mail Address: _____

6. Mobile No.: _____

7. Father's Name: _____

8. If alumnus, specify year of completion: _____

9. Document(s) required:

Document(s) required	No. of copies
1. Duplicate Identity Card (enclose copy of FIR)	
2. Address Proof Certificate (Original) (Mention the Purpose:)	
3. Character Certificate (Original)	
4. Address Proof Certificate (Duplicate) (Mention the Purpose:)	
5. Character Certificate (Duplicate)	

10. 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 my address (as mentioned below).

11. Permanent / Correspondence Address:

    _____

    _____

    _____Pin Code: _____

12. I certify that the prescribed amount has been paid:
    i. For the document(s) : Rs._____
    ii. For Postal charges : Rs._____

    Total (in words):Rs._____

13. 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.)

Date:_____

Signature of the Student/Alumnus

(Please see overleaf / visit www.iitmandi.ac.in for charges/process details)

	Charges for Obtaining Authenticated Documents from IIT Mandi		
1	Duplicate Identity Card (will not be sent by post)	200	02 days
2	Address Proof Certificate (Original)	50	02 days
3	Address Proof Certificate (Duplicate)	100	02 days
4	Character Certificate (Original)	Free	02 days
5	Character Certificate (Duplicate)	50	02 days
Postal Charges extra: Within India-Rs.100/- & for Abroad-Rs.1,500/-			

Payment of Charges:

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

A/C Name	:	IIT Mandi
Account No.	:	0311000100958561
IFSC Code	:	PUNB0731500
Bank	:	PUNJAB NATIONAL BANK
Branch	:	IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID in the application form.

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

Dean (Students) Secretariat

Indian Institute of Technology Mandi,

Dean Students Secretariat, A-7 Building, Kamand Campus,

District: Mandi – 175075 (Himachal Pradesh)

Phone:01905-267016

E-mail: studofficeoa2@iitmandi.ac.in