

## 24. Temporary Issuance of Original Documents

- a. Few of the students require issuance of original documents on temporary basis mainly on following occasions:-
  - (1). Receipt of ISSB Call from Armed Forces.
  - (2). For attestation of original documents from HEC.
  - (3). On receipt of Interview call from any of the Department / organization for job after going through the selection process of tests extra.
  - (4). Applying studies abroad.
- b. Student has to give application and personally request the DCE for issuance of original documents **alongwith original call letter and any other proof** to temporarily get back his/her original documents.
- c. Account Officer of Concerned School / College, will verify deposit of all fees / dues till date, of the student applying.
- d. DCE should process the case for issuance of the documents temporarily as per student request after getting **approval from concerned Principal/Commandant**.
- e. **Student has to submit an undertaking on a stamp paper (Anx 'A') for the needful**, indicating the reason for temporary issue of original documents and time period to return.
- f. Maximum duration for issuance of original documents is of only 15 days. However, in case student require retaining of documents for more than 15 days, he/she has to apply again for extension, before expiry date.
- g. Superintendent Exam Branch ensures that the student deposit back his/her original documents prior to expiry date.
- h. **If any student fails to submit back the documents, his/her registration for subsequent semester will not be done and if he/she is final year student, then his/her result will be withheld.**
- i. Proper record of temporary issuance of original documents, is kept in Exam Branch of Concerned School / College.

**Note: - Above guidelines are issued for strict compliance.**

