

**P.T.O.**

**CLEARANCE CERTIFICATES\*(Not for Private Candidates)****1. Clearance from the Dean/the Principal concerned:**

The particulars mentioned by the candidate are true. His/her name has been struck off from the rolls w.e.f.(date) ..... vide Memo No.....dated.....

Seal \_\_\_\_\_ Signature of the Dean/the Principal  
(Hand written, not stamped)  
Date..... Name.....

**3. Clearance from the Proctor:**

There is nothing on record to warrant withholding his/her migration certificate. It may, therefore, be issued.

Seal \_\_\_\_\_ Signature of the Proctor  
(Hand written, not stamped)  
Date..... Name.....

**2. Clearance from the Provost concerned:**

The particulars mentioned by the Candidate overleaf are true. His/her name has been removed from the Hall w.e.f..... His/her Account is clear.

Seal \_\_\_\_\_ Signature of the Provost  
(Hand written, not stamped)  
Date ..... Name .....

**4. Clearance from the DFO/AFO(Advance):**

(in case of M.Phil./Ph.D. Scholars only).  
The account of the candidate is clear.

Seal \_\_\_\_\_ Signature of the AFO/DFO  
(Hand written, not stamped)  
Date..... Name.....

**5. Clearance from the Seminar Lib./Book Bank:**

The account of the Candidate is clear.

Seal \_\_\_\_\_ Authorised Signatory  
Date..... Name.....

**6. Clearance from the Maulana Azad Library:**

The account of the candidate is clear.

Seal \_\_\_\_\_ Signature of Dy./Asst. Librarian  
(Hand written, not stamped)  
Date..... Name.....

**Conditions/Instructions to the Candidates**

- Each information/verification/document, etc. sought from the candidate, as shown overleaf and above, is an essential requirement for issue of the migration certificate and must therefore be furnished/enclosed.
- For mode of delivery of the migration certificate, please fill in columns 1(f) and 2 overleaf carefully and completely. No change will ordinarily be accepted.
- If the certificate is desired to be collected through a permanent AMU employee, the candidate should authorize him/her in the following proforma and the employee should submit it at the time of taking certificate.
- Issuance of the migration certificate normally takes one week from the date of submission of the application, complete in all respects.
- Fee once deposited is not refundable/adjustable.

**PROFORMA FOR AUTHORITY LETTER**

(To be typed/ written on a separate sheet)

I authorize the following permanent AMU employee to receive my Migration Certificate for which I have applied vide Regn. No. ....  
Dated..... The acknowledgement of the application is enclosed.

Dated.....

Signature of the Candidate.....  
Mobile No.....

**PARTICULARS OF THE AUTHORISED PERSON:**

- Signature.....
- Name in full.....
- Designation.....
- Department/Office.....

**ATTESTATION BY HEAD OF THE DEPTT./OFFICE:**

The authorized signatory is a permanent AMU employee working in this Dept./Office. He/she has signed before me:

- Signature with date.....
- Name in full.....
- Designation.....
- Department/Office.....

Dated..... SEAL.....

**CHECK LIST:(Please tick the boxes or write 'NA' if not applicable)**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| 1. All the entries have been made                                    | <input type="checkbox"/> | 6. Clearance certificates against Nos.1,2,3,5&6 also 4 in case of M.Phil./Ph.D.) signed and stamped.             | <input type="checkbox"/> |
| 2. Bank Challan/DD is attached                                       | <input type="checkbox"/> | 7. Postage stamps worth Rs.70/-with 3 self addressed slip of 9x4 cms. size enclosed.                             | <input type="checkbox"/> |
| 3. Photograph of the candidate pasted and signed across              | <input type="checkbox"/> | 8. An attested photocopy of SSC/HS certificate enclosed.   | <input type="checkbox"/> |
| 4. Photograph of the candidate attested as required and seal affixed | <input type="checkbox"/> | 9. A photocopy of certificate of marks of last exam. (or notification in case of Ph.D./M.Phil Scholars)enclosed. | <input type="checkbox"/> |
| 5. The candidate has signed at the end of the form.                  | <input type="checkbox"/> |  |                          |

**IMPORTANT:** The Migration Certificate will be handed over only either to the candidate or his/her authorized representative i.e. only permanent University Employee or Pensioner on production of documentary proof or will be sent by registered post to the address mentioned in the relevant column. (If postage stamps worth Rs.70/-with three self addressed slip of 9x4cms.size are enclosed.)