

<b>Name of the Service</b>	<b>Transfer Certificate</b>
Whom to approach for this service (Designated Officer)?	Director, Departments of Postgraduate Studies
Procedure involved to get this service	Submit the application in the prescribed form duly signed by the head of the institution where the candidate is studying.
Form to be submitted to get this service	Form specified by the institution.
Who are eligible to get this service	Those candidates who have studied in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Attested copies of marks cards of all years</li> <li>2. Attested copy of SSLC marks card</li> <li>3. Attested copy of Caste certificate, if applicable</li> <li>4. No due certificate from library and office</li> </ol>
Fee/Charges to be paid to get the service	Rs.75.00
Maximum number of days to wait to get this service delivered	04 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

#### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	1.00	Case Worker
3	Verification of Certificate	1.00	Superintendent
4	Director's Signature	1.00	Director
5	Despatch	0.00	Despatch Clerk

**For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**