



PUDUCHERRY TECHNOLOGICAL UNIVERSITY

PILLAICHAVADY, PUDUCHERRY – 605 014.

e-mail: registrar@ptuniv.edu.in internet: http://www.ptuniv.edu.in

Phone: 0413-2655281 -2655287, Fax: 0413- 2655101

No.PTU/ARA/Transcript/2022/ **No 327**

Date: **21 FEB 2023**

CIRCULAR

Sub: PTU Application for Official Transcripts-Regarding.

Candidate requiring official transcripts to pursue higher studies should submit application to the Assistant Registrar (Academics) i/c, Puducherry Technological University.

The application can be downloaded from the website of the University.

The prescribed fees mentioned in the application can be paid by way of NEFT /RTGS transfer to the University account as detailed below:

Bank Name	: Canara Bank, PTU Campus
Account Number	: 110049468429
IFSC Code	: CNRB0008441

Refer the application
for applicable charges

Proof of payment of the prescribed fees should be enclosed with the application. The Candidate or the authorized representative should ***bring original certificate along with required number of Xerox copies.*** They should also bring required number of addressed cloth line covers to seal the official transcript and affix the signature of the Assistant Registrar (Academics) i/c,

Prior appointment should be obtained from the Dealing Assistant/ Assistant Registrar (Academics) i/c, PTU

Contact Telephone No:0413:2655281 to 2655287, Ext: 304/341

Email Id: ar_academics@ptuniv.edu.in

REGISTRAR

To

1. The Web Administrator- To host in University website.

Copy to:

1. The Deans/ Directors/ HODs/Section Heads.
2. PA to Vice Chancellor – for kind information of the Vice Chancellor.
3. Dealing Assistant Section, PTU,
4. T.O, PTU,
5. The Assistant Registrar (Finance) i/c, PTU



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PILLAICHAVADY, PUDUCHERRY – 605 014.

APPLICATION FOR ISSUE OF OFFICIAL TRANSCRIPTS

1. Name of the candidate in Capital Letters :
 2. Register Number (as per the University record) :
 3. Examination / Course Passed :
 4. Department in which studied :
 5. Period of Study (academic year) :
 6. Reason for which transcripts required :
 7. Number and Name of the Original :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 8. Number of copies required (in words) :
 9. Mobile No :
 10. Email Id :
 11. Permanent Address :
 12. Amount paid with details of No. and Date :Rs.....NEFT / RTGS
 13. Address to which the transcripts are to be submitted :
(if the column is not sufficient a separate address list may be enclosed)
- Sl Name & Address
- No
- 1.
 - 2.
 - 3.
 - 4.

Place:

Date:

Signature of the Candidate

Instruction to applicants:

- a. All the entries in the application form must be written neatly and legibly.
- b. Original certificates for which transcripts required must be enclosed with the application for verification and return.
- c. Duly addressed envelope should be enclosed for affixing Assistant Registrar (Academics) i/c, signature on the cover, after sealing
- d. It is responsibility of the candidate to obtain the original certificates and transcripts from the section after due acknowledgement.
- e. The fee prescribed for the issue to Transcripts is:

Application Fee Rs.1000/-

Each copy Rs.500/- (per page)

The fee should be remitted in the Canara Bank, puducherry Technological University, Pillaichavady, Puducherry- 605 014, in the Account No: 110049468429
IFSC Code: CNRB0008441

For Office use only

Verified with the originals and found to be in order.

Dealing Assistant / Assistant Registrar (Academics)i/c

All the original certificate enclosed (as per Sl. No.7) received by the candidate.

Signature of the Candidate