

BANARAS HINDU UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
VARANASI-221005

Ref. No. CE/2004-05/

Dated: January 12, 2005.

NOTIFICATION

It has been noticed that our alumni are occasionally facing problems in obtaining the "**transcript**" from the University. It is notified for information of all concerned that alumni of Banaras Hindu University can obtain transcript in sealed cover, if so required by them or their employer on making application **directly** (through post or FAX or E-mail to the Office of the Controller of Examinations along with payment of Rs. 220/- for one copy & Rs. 50/- for each additional copy, through Bank Draft/Cheque drawn in favour of Controller of Examinations, Banaras Hindu University. The applications should be addressed to Controller of Examinations & should contain – (a) Name of candidate, (b) Degree for which transcript is required, (c) No. of transcripts required, (d) Year of passing the degree, (e) University Enrolment No., (f) Permanent Roll No., (g) Full address of the candidate where transcript is to be posted, (h) Full address(s) of the employer / organization, if any, where transcript(s) is/are required to be sent by the University directly, (i) signature of applicant. The applicants are advised to send copies of all concerned mark-sheets along with the application. The FAX No. and e-mail address are given as hereunder :

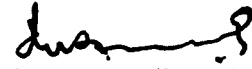
FAX No: 0542 - 368418

E-mail : controller@bhu.ac.in

Contact Tel.No.: DR(Exams.) : 0542-2369040

C.Es. : 0542-2368466

The Office of the Controller of Examinations will take all further necessary steps for earliest dispatch of required transcript, on receipt of application.



(K.P. Upadhyay)

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No. CE/2004-05/ 373

; of date : 12-1-2005.

Copy forwarded for favour of information & wide publicity :

The Directors of Institutes/The Deans of Faculties/The Heads of Departments/Offices/The Coordinators of Schools/The Principals of Colleges / Schools/The Dean of Students/ The Public Relations Officer, Banaras Hindu University.



(K.P. Upadhyay)

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CC: 1. The Secretaries of various Alumni Associations of Banaras Hindu University, with request to kindly inform the members accordingly.