

# Chetana's Institute of Management & Research

*Bandra (E), Mumbai 400 051.  
(Approved by AICTE, New delhi)*

Date: 13<sup>th</sup> June, 2016

## NOTICE

Sub.: Verification Fees for Verification of Educational Document/s

Anyone can apply for verification of original / copy of Institute documents like Diploma Certificate, Certificate of Passing, Statement of Marks etc. issued by Examination Department should submit the application with payment of fees (non-refundable) by Demand Draft / Pay Order in favour of Chetana's Institute of Management & Research, payable at Mumbai.

For verification of documents applicant should submit two copies of each documents. Verification fee are as follows:

Sr. No.	Period of Documents	Fee Amount (Rs.)
1	Within a period past 3 years	500/-
2	Within a period of 4 to 6 years	700/-
3	Within a period of 7 to 10 years	800/-
4	Prior to 10 years period	1000/-
5	For Urgent Verification	Additional Rs. 100/-

- Verification will be done strictly as per the date of receipt of application.
- All applications should be submitted in the Office.
- Fees once paid will not be refunded on any account.
- No enquiry will be entertained before expiry of Ten days for normal verification.
- No enquiry will be entertained before expiry of Four days for urgent verification.
- For urgent verification within Four days additional charges of Rs. 100/- will be charged.

  
Director