



Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- coe@rtu.ac.in

No. F-(23)/RTU-EXAM/2026-27/5.213/2574-83

Dated:- 20/06/2026

OFFICE ORDER

As per the resolution no. 33.8 of Finance Committee (FC) taken in its 33th meeting held on 10.04.2026 and subsequent approval of the Board of Management (BOM) in its 51st meeting held on 18.05.2026 vide agenda no. 51.12, the existing charges/fee obtaining for various documents/activities are hereby revised/increased as under:-

Various Documents/Verification/Activities Fees:-

Sr. No.	Documents/Items/Heads		Existing Fee	Revised Fee (w.e.f. 01.07.2026)
01	Duplicate Mark Sheet For Annual/ Semester Examination		Rs. 450/- Each Mark Sheet	Rs. 500/- Each Mark Sheet
02	Duplicate Copy of Consolidated Mark Sheet for the Course/Programme		Rs. 950/- Each	Rs. 1000/- Each
03	Duplicate Copy of Provisional Certificate for the Course/ Programme		Rs. 950/- Each	Rs. 1000/- Each
04	Duplicate Copy of Migration Certificate for the Course/Programme		Rs. 950/- Each	Rs. 1000/- Each
05	Duplicate Degree		Rs. 2200/- Each	Rs. 2500/- Each
06	Degree on urgent basis (prior to convocation)		Rs. 2750/- Each Student	Rs. 3000/- Each Student
07	Issuance of Verified and Sealed Transcript	Semester Wise	Rs. 550/- Each Set	Rs. 600/- Each Set
		Subject Wise	Rs. 900/- Each Set	Rs. 1000/- Each
08	Attestation/ Verification of Genuineness of Student Record	Attestation of Documents	Rs. 300/- per document	Rs. 350 /- per document
		* Verification of Student Record through Employer/ Verifying Agency	Rs. 700/- per student per course	Rs. 1000 /- per student per course
09	Correction in Mark Sheet/Degree		Rs. 250/- Each Document	Rs. 300/- Each Document
10	Change of Name of Student		Rs. 2000/- Each Student	Rs. 4000/- Each Student
11	Change of Branch of Student		Rs. 700/- Each Student	Rs. 800/- Each Student
12	Change of College of Student		Rs. 2200/- Each Student	Rs. 2500/- Each Student
13	Migration Certificate		Rs. 350/- Each	Rs. 350/- Each

[Signature]

[Signature]



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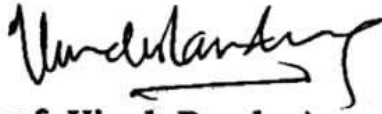
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14	Postal charges, if post to be sent outside India through University	Rs. 2000/- Each Packet	Rs. 2500/- Each Packet
15	Bonafied/Backlog/Passing/Degree Concern Certificate	New Head	Rs. 500/- Each Student

* Document verification fee shall not be chargeable from Indian/Foreign Government Institutions/Undertakings/Boards/Corporations etc.

The revised fee shall come inforce from **01st July, 2026**.


(Prof. Vivek Pandey)
Controller of Examination

Copy to:- For information and necessary action please-

1. P.S. to VC, RTU, Kota
2. Dean, Research, RTU, Kota
3. Dean, Faculty Affairs, RTU, Kota
4. Dean, Academic Affairs, RTU, Kota
5. Dean, Student Welfare, RTU, Kota
6. Finance Comptroller, RTU, Kota
7. Director/Principal, All Affiliated Institutions
8. AR (Exam), RTU, Kota
9. Web Master- to upload on RTU website
10. Data Processing Agency, RTU


(Satya Pal Yadav)
Assistant Registrar (Exam)