

**JADAVPUR UNIVERSITY**  
**KOLKATA-700032**

Ref. No.: REC / N/ 0166/ 2021

Date: 29 September 2021

**NOTICE**

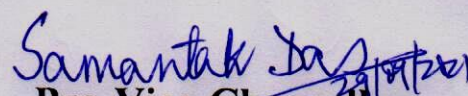
It is notified for information of all concerned Students and other users that the timings of the Cash Counters should be maintained, for a better and effective service to all the communities. In every organisation there are specific Cash Hours, which has its sanctity as to the Cash collection process. The delay in other sections are leading to appearance of many Students in the JU Cash counter even after 4pm. The Cash Counter is normally opened up to 3.30 pm, till that time Students/other users who report to the counter are served. But when the Counter is closed at 3.30pm, no further payments can be accepted thereafter.

**All concerned JU Offices/Officers are requested not to send any Student/Person to Cash Counter after 3pm. All Officers & Students are requested to co-operate for effective processing of payment.**

To reduce the waiting time and reporting to the Cash counter, some revised processes are suggested, as follows:

- 1) Applications for Provisional Pass Certificate will be submitted to Cash Section, Aurobindo Bhavan, *directly* for depositing fees after obtaining the necessary clearances from the concerned offices /sections/departments/schools, as indicated in the clearance form.
- 2) Documents like Grade Card and identity proof related to application for Academic Transcript will be processed by the Office of the Controller of Examinations *directly*, before submission of fees at the Cash Section. Once completed, the final Academic Transcript will be certified and stamped by the Assistant Registrar.
- 3) Kindly note that applications for Provisional Pass Certificate or Academic Transcript will *not* need to be certified by the Assistant Registrar before depositing the necessary fees, as is the present practice.

The above will come into effect from the date of issue of this notice.

  
**Pro-Vice-Chancellor**

To,  
All Departments/ Interdisciplinary Schools / Centers / Sections / Units / Offices /  
Students Unions, All Associations (including Salt Lake Campus)/ JU Website.