

All Important Information required for Transcript

- Photocopy of **Registration Card** along with the photocopy of **Marksheet** from every year/semester
- Fee Information:
 - For **Inter**
 - Yearly System - NPR. **350/-**
 - Semester System - NPR. **450/-**
 - For **Bachelor's**
 - Yearly System - NPR. **450/-**
 - Semester System - NPR. **550/-**
 - For **Bachelor's (PGD)** - NPR. **450/-**
 - For **Master's**
 - Yearly System - NPR. **550/-**
 - Semester System - NPR. **750/-**
 - For **M.Phil. & PhD**
 - Semester System - NPR. **750/-**

Documents needed in order to correct Name, Registration no. in Marksheet

- Letter from college (including year, roll number and section)
- Original **Admit Card**
- Photocopy of **Registration Card**
- Original **Marksheet**

Description	Charges	
	Bachelors Level	Masters Level
Transcript (Yearly System)	NPR. 450/-	NPR. 550/-
Transcript (Semester System)	NPR. 550/-	NPR. 750/-
Original Certificate (Transcript made before June 1, 2017)	NPR. 1700/-	NPR. 1800/-
Original Certificate (Transcript made after June 1, 2017)	NPR. 2000/-	NPR. 2500/-
Migration Certificate (Incase without TU Registration Card extra RS. 200, so total NPR. 1200/-)	NPR. 1000/-	NPR. 1000/-
TU Registration Card (Copy)	NPR. 200/-	NPR. 200/-
TU Registration Card - New	NPR. 500/-	NPR. 500/-
TU Registration Card - New (Foreign Board)	NPR. 1000/-	NPR. 1000/-
Copy of Receipt (In case of losing stamped Receipt from Bank/Branch)	NPR. 100/-	NPR. 100/-
Retotaling Per Subject (Only for Yearly System), Incase Sem. system visit Dean Office	NPR. 200/-	NPR. 200/-
To update Registration no. in Marksheets & Correction (Per Marksheets)	NPR. 100/-	NPR. 100/-
To Correct Name/Surname in Marksheets (Per Marksheets)	NPR. 100/-	NPR. 100/-
For a Copy of the Original Marksheets (Per Marksheets)	NPR. 125/-	NPR. 125/-
To view Roll Number (Per Year)	NPR. 50/-	NPR. 50/-

- To take various **forms** of related works along with their **inquiry** visit the **Inquiry room**.
- Upon filling the **forms** of your **related work**, visit the counters of **Nepal Bank Limited & Global Bank** which are in the compound of **TU OCOE** & collect the **receipts** for the related work along with a **seal** from either of the **banks**, in the form taken from inquiry room.
- (Note that the filled **form** or **letter** must have the **seal of the bank** where the **fee** has been **deposited**, no **work** shall be done on the **unstamped form or letter**.)

for concerned works visit at the windows of the branch room no. mentioned below

BLOCK - 'A'

	Room Number
Inquiry Section	सोधपुछ कक्ष
Global IME Bank	१ 'क'
Nepal Bank	१ 'ख'
All Correction & Retotaling (Only for annual) (Registered Invoice branch)	2
Bachelor's & Master's (Provisional & Original/Certificate)	3
Inter (Provisional & Original/Certificate)	5/6

BLOCK - 'B'

	Room Number
B.A. (Transcript, Marksheets & Provisional Certificate)	8

BLOCK - 'C'

	Room Number
Registration/ Migration	9/ 13
M.Ed. Semester wise/ 1 yr B. Ed/ I. Ed/ Law/ Agriculture (Transcript & Marksheets)	10

BLOCK - 'D'

	Room Number
Humanities (Form Section)	11
I. Ed/ B. Ed/ M. Ed/ Science/ Law (Form Section)	15
Management (Form Section)	11

BLOCK - 'E'

	Room Number
B. Ed/ M. Ed Year wise (Transcript, Marksheets & Provisional Certificate)	14

BLOCK - 'F'

	Room Number
3 yrs/ 4 yrs BBS (Transcript & Marksheets)	16/17
T.U Document Verification (Chief of Record Division)	18
I. Com/ BBA/ BHM/ BTTM/ MBS/ M. Phil (Transcript & Marksheets)	19
MBS (Transcript, Marksheets & Provisional Certificate)	19
I.A/ P.G.D/ M.A/ M. Phil (Transcript & Marksheets)	22
Engineering/ Science/ Medicine/ Forestry (Transcript & Marksheets)	24

BLOCK - 'G'

	Room Number
Examination Section	25 'क'
Account Section	25 'ख'

NOTE

In order to Verify/Seal the T.U Document take a form from room no. 18 and a charge of NPR. 50 is taken per page. For Transcript, go to the Transcript branch of the concerned faculty for verification & for Provisional & Original Certificate, verify it in the Certificate branch of the concerned faculty & then again go to room no. 18 for Verify/Seal.

For Migration Certificate

- **Slip of Registration Card**
- **Recommendation Letter** from College/Campus
- **Migration form** taken from Office of the Controller of Examination's **Inquiry Room**, with **seal** from college and **signature of the Official** at OCOE
- **Fee:- NPR. 1000/-**

(Incase of not having a Registration Card extra RS. 200 shall be charged)

For Subject Change

Subject Change before publication of results/ For Correction Fee of NPR. 400/- per Subject shall be charged.

For Re-Totalling

An **application** to be submitted at Office of the Controller of Examinations, Balkhu or Regional Examination Controller's Office **within 35 days** from the **date of result published** along with a fee of **NPR. 200/- per Subject**.

(Note: For further Information's please visit Inquiry room at Office of the Controller of Examinations, Balkhu or call at 01-4277585 during the office hours.)