

SSBE'S

Yeshwant Mahavidyalaya, Nanded

Citizen Charter

A) SERVICES RENDERED TO STUDENTS

	Duration
Services	(The timings mentioned are applicable only if the application is complete in all respects)
1. Issue of Identity Cards	
a) FY	: 7-10 Days after College re-opening
b) SY/TY	: Validity of 3 years
c) Late Admission	: Prescribed by University
2. Issue of Duplicate Identity Card	: 1 working day on payment of Rs. 200/-
3. Issue of Transfer Certificate	: Maximum 3 working days
4. Issue of Character Certificate	: Maximum 1 working day
5. Issue of Bonafide Certificate	: Maximum 1 working day
6. Issue of Attempt Certificate	: Maximum 2 working day
7. Change in subject/stream and subsequent Changes in the Roll Call	: Shifting within a day, the changes incorporated within maximum 2 working days
8. Processing and forwarding for Migration Certificate to Goa University	: 3 working days
9 Issue of Tour/Vacation/Concession Forms	: Within a day

10. a) Processing application forms for Scholarship/Freeship/Fellows : 2 working days after completion of forms in all details by the hip students
- b) Forwarding application forms for Scholarship/Freeship/Fellows hip : When all forms are collected before the prescribed date
11. Declaring the results of FY and SY : Within 25 days after the completion of the last paper
12. Issue of Marksheet (First time) : Same day on the declaration of results
13. Issue of Duplicate Marksheets : Maximum 3 working days
14. Verification of Marks of FY & SY : Ten days from the declaration of results on payment of the stipulated fee
15. Issue of Hall Tickets of TY : 2 working days on receipt from Goa University
16. Issue of Duplicate Fee Receipt : 2 working days of submitting the application form and payments of a fee of Rs. 20/-
17. Issue of Leaving Certificate : Maximum 3 working days
18. SMS Portal : Every Month

B) IN HOUSE SERVICES RENDERED TO PUBLIC

Duration

(The timings mentioned are

Services

applicable only if the application is complete in all respects

a) Provision of Information to Public under Right to Information Act 2005

Disclosure subject to sections 8/9 of the Act

a) Maximum period of 30 days for compliance

b) A maximum period of 40 days for compliance where third party interests are involved

c) Within 48 hours of the receipt of the request when the information sought for concerns the life and liberty of a person

b) Provision for seeking information from Appellate authority in case the request for information is turned down by PIO

A maximum period of 30 days extended to 45 days to give the decision by Appellate Authority

C) IN HOUSE SERVICES RENDERED TO STAFF

	Duration
Services	(The timings mentioned are applicable only if the application is complete in all respects)
1.Forwarding of letters /application/ documents to other agencies	Maximum two days on submission
2. Issue of salary certificate/experience certificate	Maximum two days on submission of application
3. Issue of letters/circulars/documents received from external agencies	Maximum one day after the principal puts remarks/comments
4. Payment of initial advance/settlement of Medical reimbursements	Within 2 days on receipt of grants from DHE
5. Issue of Earned Leave/Commutated Leave orders	Within 2 days on receipt from the management(DSE)
6. Issue of detention order	NIL