<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the service</th>
<th>Time limit under which application is to be disposed off</th>
<th>Remarks</th>
<th>List of document to be attached for services under e-SLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Issuance of Provisional Certificate</td>
<td>05 days</td>
<td>From the date of receipt of gazette result notification from University of Delhi.</td>
<td>Application only</td>
</tr>
<tr>
<td>2.</td>
<td>Issuance of No dues Certificate</td>
<td>02 days</td>
<td>-</td>
<td>Clearance certificate on the prescribed format from concerned Department(s). Prescribed format is available with the concerned dealing assistant in the college office.</td>
</tr>
<tr>
<td>3.</td>
<td>Issuance of study certificate (Bonafide)</td>
<td>02 days</td>
<td>-</td>
<td>Application only</td>
</tr>
<tr>
<td>4.</td>
<td>Change of the college (inter college migration)</td>
<td>12 days</td>
<td>For each college (06 days each for parent college and the college in which the student is seeking migration). Migrations are in accordance with the University of Delhi rules/discretion of the college</td>
<td>Application with marksheet of the last examination passed to begin with.</td>
</tr>
<tr>
<td>5.</td>
<td>Issuance of Character Certificate</td>
<td>02 days</td>
<td>-</td>
<td>Application only</td>
</tr>
</tbody>
</table>

The students who want to avail the above services under e-SLA are required to apply on the prescribed application form available with the concerned dealing assistant and get the acknowledgement slip for the application. The applicant may collect requisite certificate from the concerned dealing assistant within the time limit prescribed above.
Dealing Assistant for services under e-SLA:

Window 1:
1. B.Sc. (H) Electronics/Bachelor with Honours in Electronics
2. B.Sc. (H) Mathematics/Bachelor with Honours in Mathematics
3. B.Sc. (H) Physics/Bachelor with Honours in Physics
4. B.Sc. (H) Zoology/Bachelor with Honours in Zoology
5. B.Com.(H)/Bachelor with Honours in Commerce.
6. All Foreign Language Courses are taught in the college.

Window 4:
1. B.Sc. (H) Biomedical Science
2. B.Sc. (H) Computer Science
3. B.Sc. (H) Botany/Bachelor with Honours in Botany
4. B.Sc. (H) Chemistry/Bachelor with Honours in Chemistry
5. B.Sc. Physical Science in Computers
6. B.Sc. Physical Science in Electronics
7. B.Sc. Physical Science in Chemistry
8. B.Sc in Life Sciences
10. M.Sc. Mathematics
11. All Foreign Language courses are taught in the college.

In case of delay in delivery of above services as per e-SLA, a sum of Rs. 10/- per day subject to the maximum limit of Rs. 200/- is payable to the applicant in cash as compensatory cost.

The name of the Nodal Officer: V.S. Rao, Administrative Officer

Services Integration Officer: Vice-Principal

Appellate Authority: Principal
The Principal/Vice-Principal/Administrative Officer
Acharya Narendra Dev College
Govindpuri, Kalkaji, New Delhi 110019.

Dear Sir/Madam,

I am/was student of B.Sc. (H) / Bachelor with Honours in /B.Sc.in /B.Com (H)/Bachelor with Honours in Commerce during the academic session .

Kindly issue me the certificate marked as under for the purpose of 

3. Provisional Certificate
2. No dues Certificate.
3. Study Certificate (Bonafide).
3. No Objection Certificate for Inter College migration.

Name and Signature of the student:

Address: _________________________________________________________________

Contact No. __________________________ E-mail ID: __________________________

________________________________________________________

ACKNOWLEDGEMENT FOR APPLICATION

Received an application from Mr/Ms. ________________, Course ________________ for Issuance of certificate vide application No. ________________ dated ________________. Dealing Assistant