



वैज्ञानिक और नवीकृत अनुसंधान अकादमी  
ACADEMY OF SCIENTIFIC AND INNOVATIVE RESEARCH  
(An Institution of National Importance by an Act of Parliament)

AcSIR Headquarters, CSIR-HRDC Campus, Sector - 19,  
Kamla Nehru Nagar, Ghaziabad – 201002, U.P., India

एसीएसआईआर मुख्यालय, सीएसआईआर-एचआरडीसी परिसर,  
सेक्टर - 19, कमला नेहरू नगर, गाज़ियाबाद - 201002, उ.प्र., भारत,

No. AcSIR/8/1(1)-2023

June 08, 2023

**OFFICE MEMORANDUM**

**Subject: Amendments of various certificate issuance charges of AcSIR**

As per the recommendations of the AcSIR Finance Committee (22<sup>nd</sup> meeting held on 16.05.2023), the Director, AcSIR has approved the amendments of the following certificate issuance charges:

AMENDED ISSUANCE CHARGES	
Including Processing, Handling and Courier charges	Processing time
<b>Original Degree Certificate:</b> India: Free of cost during Convocation  <b>Priority out-of-turn issuance</b> of original Degree before the Convocation: <b>Rs. 3000/-</b> , if the Certificate is to be sent to an address in India; <b>US\$ 150.00</b> , if the Certificate is to be sent abroad	-  30 working days from the receipt of application and issuance fee
<b>Duplicate Degree and/or Grade Card:</b> India: <b>Rs. 8000/-</b> , if the Certificate is to be sent to an address in India; Abroad: <b>US\$ 400.00</b> , if the Certificate is to be sent abroad	30 working days from the receipt of application and issuance fee
<b>Transcript Charges:</b> <b>Rs. 4000/-</b> if the Certificate is to be sent to an address in India; <b>US\$ 200.00</b> if certificate is to be sent abroad  <b>Rs. 1,000/- (India) and US\$ 10.00 (Abroad)</b> for each additional copy requested	07 working days from the receipt of application and issuance fee

The above charges would be applicable from the date of issuance of the order.

Issued with the approval of the Director, AcSIR.

*Apurva Singh*  
(Senior Manager)

Copy to:

- Director, AcSIR
- Associate Director, AcSIR
- All Deans and Associate Deans, AcSIR
- All AcSIR Coordinators at CSIR Laboratories & Associate Academic Centres
- Manager, AcSIR with request to upload on AcSIR website
- DDO, AcSIR
- All Assistant Managers and Executive Assistants of AcSIR
- Office Copy