

Chetana's Institute of Management & Research

*Bandra (E), Mumbai 400 051.
(Approved by AICTE, New delhi)*

Date: 29th January, 2020

NOTICE

Sub.: Fees for Verification of Educational Document/s

Anyone can apply for verification of original copy of Institute documents like Diploma Certificate, Certificate of Passing, Statement of Marks etc. issued by Examination Department should submit the application with payment of fees (non-refundable) by Demand Draft Pay Order in favour of **Chetana's Institute of Management & Research, payable at Mumbai.**

For verification of documents applicant should submit two copies of each documents. Verification fee are as follows:

| Sr. No. | Period of Documents | Fee Amount (Rs.) |
|---------|----------------------------------|----------------------|
| 1 | Within a period past 3 years | 500/- |
| 2 | Within a period of 4 to 6 years | 700/- |
| 3 | Within a period of 7 to 10 years | 800/- |
| 4 | Prior to 10 years period | 1000/- |
| 5 | For Urgent Verification | Additional Rs. 100/- |

You can Transfer the amount through NEFT as per the information below:

Name: Chetana's Institute of Management and Research

Bank: Axis Bank Ltd., Dadar (E) Branch

A/c. No. : 124010100189231

IFSC: UTIB0000124

- Verification will be done strictly as per the date of receipt of application.
- All offline applications should be submitted in the Office.
- Fees once paid, shall not be refunded on any account.
- No enquiry will be entertained before expiry of Ten days for normal verification.
- No enquiry will be entertained before expiry of Four days for urgent verification.
- For urgent verification within Four days additional charges of Rs. 100/- will be charged.


I/C Director

