

**NOTIFICATION**

Ref. No. MVNU/15/1505

18/10/2015

It is hereby notified that the details of Services rendered by MVN University and the Time Limit fixed for rendering of the same in accordance with Haryana Right to Service Act 2014 and approved vide University Order No. dated 08-10-2015.

**A. Time Limit prescribed for Discharge of Services in the University**

The Services rendered by various branches of the University and its Time Limit determined in consultation with representatives of service organizations and students and approved by the Hon'ble Vice-Chancellor, is hereby notified for implementation of Haryana State Right to Service Act 2014) in the MVN University, stipulated time limit.

**B. Designated Officer**


As per Haryana State Right to Services Act 2014, "designated officer" means an officer designated as such, for providing the services, as per the provisions of the Act. In MVN University Section Officers will be the 'Designated Officer' for the respective section as per HSRS Act 2012. If there is no section officer, Assistant Section Officer/Assistant, Senior Grade/Assistant or any other officer responsible for the same, as the case may be, will act as the 'Designated Officer'. Section the designated officer shall (1) on receipt of an application for service by an eligible person, without prejudice to the provisions of any law for the time being in force, provide the service or reject the application within the stipulated time limit. In case of rejection, he shall state the reasons for the same in writing and shall intimate to the applicant forthwith.

The stipulated time limit shall start from the date on which the application is received.

Sl. No.	Details of Services rendered by the Branch/Office	Time limit for rendering each service (in clear working days)
<b>Exam Branch</b>		
1	Hall Tickets	10 days prior to the commencement of the first examination
2	Duplicate Hall Tickets	1 day from the date of receipt of application
3	Cancellation of Registration of Course/Exam	3 clear working days Alfa numerical (Digital) and 7 clear working days (Numerical) from the date of receipt of application
4	Confidential Mark List	5 clear working days from the receipt of the marks of all subjects and date of approval by Board Meeting
5	Duplicate Mark List	30 days from the date of receipt of application.
6	Rank Certificate (Provisional)	15 clear working days after publication of Result and finalization of revaluation
7	Provisional Certificate	5 clear working days for Alfa numerical (Digital) and 25 clear working days for Numerical after publication of result
8	Provisional Certificate and consolidated Mark list.	30 clear working days after publication of result
9	Degree Certificate (Fast Track/Special mode)	45 clear working days after awarding the Degree by the Senate in current cases Alfa numerical (Digital) and 60 days for old and numerical cases
10	Duplicate Degree Certificate	45 clear working days for Alfa numerical (Digital) and

		60 clear working days for Numerical
11	Final Rank list	30 clear working days after finalization of revaluation.
12	Result Modification	10 clear working days from the date of application
13	Statement of marks	15 clear working days
14	Official Transcript and Genuineness Verification	20 clear working days for Digital Data Base 30 clear working days for numerical
15	Provisional Certificate/ Consolidated Grade Card of result	30 clear working days from the date of publication
<b>B. Directorate of Research</b>		
16	Ph. D. Degree Certificate	30 clear working days from the date of receipt of application
17	Provisional Certificate	7 clear working days from the date of receipt of application
18	Genuineness/ Official Transcripts	7 clear working days from the date of receipt of application
19	Pass Memo for Ph. .D. Preliminary Qualifying Exam (PQE)	7 clear working days from the date of receipt of application
20	Registration Order for Ph. D. Programme	30 clear working days from the date of receipt of application
21	Memo for converting Part Time to Full time Research and full time to part time Research	7 clear working days from the date of receipt of application
22	Memo recognizing Research guide	14 clear working days on receipt of the remarks from the concerned authority
23	Other Certificate	7 clear working days from the date of receipt of application
<b>C. Equivalency (EQ &amp; MG Section)</b>		
24	Migration Certificate	10 clear working days from the date of receipt of application
25	Equivalency Certificate	10 clear working days from the date of receipt of application if the course is approved by the University
<b>D. General and Academic Branch II &amp; Administration Branch</b>		
26	No Objection Certificate	7 clear working days from the date of receipt of application
27	Employment Certificate	7 clear working days from the date of receipt of application
28	Experience Certificate	7 clear working days from the date of receipt of application
29	Service Certificate	7 clear working days from the date of receipt of application
30	Character and Conduct Certificate	7 clear working days from the date of receipt of application

The time limit as per above table will be applicable only in the case of applications which are in accordance with the rules and regulations applicable.

  
**Dr. Rahul Sharma**  
**Registrar**