

Name of the Service	Official Transcript
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	Enclose the required photocopies of marks cards/degree certificate for issuing official transcript
Form to be submitted to get this service	1. Prescribed Application form duly forwarded by the concerned college/institution 2. Fee paid challan
Who are eligible to get this service	Candidates who are wish to study outside the country
Documents to be enclosed with the request	1. Photocopies of marks cards of all the years/semesters 2. Photocopy of degree certificate
Fee/charges to be paid to get the service	1. Rs. 10 application fee 2. Rs. 1000 per set
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

Work Flow			
Step	Description	No. of working Days	Designation
1	Receiving the application in the Examination Section and computer feeding	2.00	Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455