

**Right to Public Service
Kazi Nazrul University**

Sl. No.	Service	Designated Officer	Stipulated Time	Appellate Officer	Stipulated Time	Reviewing Officer	Stipulated Time
1	Issuance of Admit Card/ Duplicate Admit Card from the last date of filling of forms	Controller of Examination	10 days	Registrar	7 days	Vice Chancellor	7 days
2.	Issuance of Identity Card/ Duplicate Identity Card from the date of Registration	Deputy Registrar	15 days	Registrar	10 days	Vice Chancellor	10 days
3.	Issuance of Registration Certificate/ Duplicate Registration Certificate from the of closing date of Admission .	Deputy Registrar	60 days	Registrar	30 days	Vice Chancellor	15 days
4.	Issuance of Migration Certificate / Duplicate Migration Certificate	Deputy Registrar	7 days	Registrar	7 days	Vice Chancellor	7 days
5.	Issuance of Marksheet/ Duplicate Mark sheet from the last date of publication of result for PG&UG	Controller of Examinations	50 days	Registrar	30 days	Vice Chancellor	15 days
6.	Academic Record Verification	Deputy Registrar	15 days	Registrar	15 days	Vice Chancellor	15 days
7.	Issuance of NOC for Passport/Visa	Deputy Registrar	7 days	Registrar	7 days	Vice Chancellor	7 days

8.	Review of Examination Papers from the last date of submission of form of application for PG	Controller of Examinations	30 days	Registrar	30 days	Vice Chancellor	15 days
9.	Review of Examination Papers from the last of submission of form of application for UG	Controller of Examinations	45 days	Registrar	30 days	Vice Chancellor	15 days
10.	Granting of Scholarship	Deputy Registrar	60 days	Registrar	30 days	Vice Chancellor	15 days
11.	Issuance of NOC on various issues.	Deputy Registrar	30 days	Registrar	15 days	Vice Chancellor	15 days
12.	Publication of Result from the last date of Examination for PG	Controller of Examinations	30 days	Registrar	30 days	Vice Chancellor	30 days
13	Publication of Result from the last date of Examination for UG	Controller of Examinations	50 days	Registrar	50 days	Vice Chancellor	50 days