



State Medical Faculty of West Bengal

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No. 139

- F/15-2021

19th, April, 2021

NOTICE

In view of recent surge in cases of COVID-19, restriction has been imposed on Physical Visits to the Faculty Office for the time being. Students of Para Medical Courses as also the Visitors entry in the Faculty Office is discouraged.

To facilitate all deals, a Drop-Box has been arranged aside the Security Room at the Front Gate of the Faculty Office.

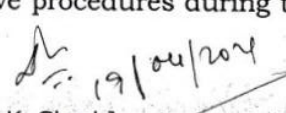
Students/ Visitors requiring to submit documents are requested to drop the same inside the Drop-Box. Documents will be collected periodically; no receipt for submission of such documents will be issued.

Students requesting Issue Of Duration Certificate/ Migration Certificate/ Provisional Certificate/ Transcript/ Duplicate Certificate etc, are advised to submit their prayers along with scanned copies of Original Documents, such as, Students Registration Certificate, Mark Sheet- both Preliminary & Final, Diploma Certificate, Money Receipt Issued At The Time Of Admission, Police Dairy For Duplicate Certificate, etc., through mail, faculty@smfwb.in, and, fees applicable thereof be paid ONLINE through Axis Bank Payment Gate Way [link given in Faculty's Website, www.smfwb.in], and receipt for such Online Payment be also mailed along with required documents. Faculty will see to the need of students as soon as possible.

Fees Payable For Issue Of Each Of The Documents Are Furnished Below:-

SL.NO.	DESCRIPTION	APPROVED AMOUNT [RS.]
1	SCRUTINY OF MARKS IN ANSWER SCRIPTS	250/-
2	DUPLICATE REGISTRATION CERTIFICATE	300/-
3	DUPLICATE ADMIT CARD	
4	DUPLICATE MARK SHEET	
5	MIGRATION CERTIFICATE	
6	ISSUE OF PROVISIONAL DIPLOMA CERTIFICATE	
7	VERIFICATION OF PROVISIONAL DIPLOMA CERTIFICATE [OTHER THAN GOVERNMENT INSTITUTIONS]	500/-
8	ISSUE OF DURATION POST EXAMINATION CERTIFICATE	
9	EXAMINATION FEES	600/-
10	STUDENTS REGISTRATION FEES	
11	INFORMATION BROCHURE	1000/-
12	DUPLICATE DIPLOMA CERTIFICATE	
13	VERIFICATION OF DIPLOMA CERTIFICATE [OTHER THAN GOVERNMENT]	2000/-
14	ISSUE OF TRANSCRIPT	
15	CERTIFICATION IN FOREIGN AGENCY'S FORMAT	5000/-

All are requested to extend cooperation to maintain the above procedures during this Pandemic Situation.


[D.K. Ghosh]