

# DAV UNIVERSITY, JALANDHAR

DAVU/Regr/2023/1047

041 10 12023

## NOTIFICATION

As approved by the Competent Authority, it is notified that the experience certificate shall be issued to an employee (including resigned employee) only once at the end of his / her tenure or consolidated experience certificate at the time of his / her full & final settlement from the University. For any duplicate or additional experience certificate thereafter, the charges shall be imposed at the rate of Rs. 500/- per certificate.

Further, in case of requirement of salary certificate (more than twice in a year) payment of Rs. 200/- per certificate will be charged.

  
Registrar (Offg.)

### Issued to:

1. All faculty / staff members (through email)
2. Office of the Director – PR (for publishing on the Website)
3. Accounts Branch (for necessary action)

### Copy to:

1. Office of the Vice Chancellor
2. Office of the Executive Director
3. Office of the Academic Affairs