Bihar Sports University, Rajgir

(A State University under Deptt. of Sports, Govt. of Bihar)

No.: BSUR / ...428... / 2026 Date: 05.08.2026

OFFICE ORDER

The Competent Authority has been pleased to approve the following formats and the applicable fees for issuance of academic documents to the students of Bihar Sports University, Rajgir, in accordance with the applicable Statutes, Regulations, Ordinances, Rules, Orders and Notifications issued by the University, as amended from time to time:

Sl. No.	Nature of Document	First Issuance	Duplicate Issuance
1	Cumulative Grade Report	Nil	Rs. 1000/-
2	Provisional Certificate	Nil	Rs. 1000/-
3	Migration Certificate	Rs. 500/-	Rs. 1000/-
4	Conduct Certificate	Rs. 250/-	Rs. 500/-

2. Semester-wise Cumulative Grade Report and Provisional Certificate shall be issued automatically, in due course, to all students who have successfully completed their respective programmes after the declaration of the results, without requiring a separate application, subject to the production of a No Dues Certificate, wherever applicable. The Provisional Certificate shall remain valid until the Original Degree/Certificate is issued by the University.

3. For issuance of all academic documents for which an application is required, including duplicate documents, the applicant shall submit an application in the prescribed format (Annexure-A), along with the prescribed fee and such supporting documents as may be prescribed, specified or otherwise required by the University.

4. Further, in the case of an application for issuance of a duplicate document, the applicant shall, in addition, submit an affidavit duly sworn before a First-Class Executive Magistrate affirming the loss, damage, destruction or non-availability of the original document, as the case may be. Where the original document is reported to have been lost or is otherwise untraceable, a copy of the First Information Report (FIR) or Sanha (General Diary Entry), as applicable, shall also be mandatory.

5. The Examination Section shall be the nodal section for processing applications for issuance of the Cumulative Grade Report, Provisional Certificate and Migration Certificate, whereas the Office of the Dean shall be responsible for processing applications for and issuance of the Conduct Certificate. Each concerned section shall maintain a Register of Academic Documents Issued in such form as may be prescribed by the University. No application shall be processed unless it is complete in all respects and is accompanied by the prescribed fee and all requisite supporting documents.

6. The Competent Authority may, for reasons to be recorded in writing, relax any procedural requirement contained in this Office Order in exceptional cases, provided that such relaxation shall not prejudice the interests of the University

7. The University reserves the right to verify the authenticity of any information or document furnished by the applicant. If any declaration or supporting document is found to be false, misleading, forged or otherwise invalid, the application shall be liable to be rejected without prejudice to such further action as may be permissible under the applicable Statutes, Regulations, Rules and other applicable laws.

8. The officer whose signature is required on the respective academic document shall be the Competent Authority to approve its issuance. Where the signatures of more than one officer are required on the document, the senior-most officer among them shall be the Competent Authority to accord such approval.

9. The schedule of fees and the prescribed application form (Annexure-A) may be revised, modified, or substituted by the University from time to time with the approval of the Competent Authority.

10. This Office Order shall come into force with immediate effect and shall remain in force until modified or superseded by a subsequent order issued by the Competent Authority.

11. In case of any ambiguity regarding the interpretation or implementation of this Office Order, the decision of the Competent Authority shall be final and binding on all concerned.

Encl.: Application Form for Issuance of Academic Documents (Annexure-A)

5/8/26

(Rajani Kant)
Registrar
Bihar Sports University, Rajgir

Copy to:

1. Controller of Examinations – for kind information, pl.
2. Chairperson, Centre for Sports & Physical Education - for kind information, pl.
3. All Officers / Consultants / Faculty Members / Coaches / Staff – for kind info. Pl.
4. OSD to Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor
5. Manager IT: for uploading this Office Order along with Annexure-A on the University's official website
6. Student's Notice Board
7. Office Copy