



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित)

## CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established by an Act of Parliament)



No.: CUSB/Acad/9-17/2025 AE-0086

Date: 15.01.2026

### NOTICE

Subject: Issuance of Bonafide Certificate and Fee Structure Certificate – regarding.

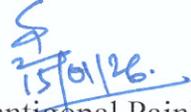
Considering the increasing student strength and the rising number of applications under various Scholarship Schemes and the Student Credit Card Scheme, it has been decided to decentralise the issuance of *Bonafide Certificate* and *Fee Structure Certificate* at the Department level to facilitate student convenience.

Henceforth, students requiring the Bonafide Certificate and/or Fee Structure Certificate shall submit their applications, in the prescribed proforma, to the Office of their respective Departments. Upon receipt of the applications, the staff posted in the Department's office shall process and verify the particulars furnished by the students with reference to the office records and place the same before the Head of the Department for signature. Thereafter, the applications shall be forwarded to the Dean of the concerned School for approval and signature on the certificates.

The certificates, duly signed by the Dean of the School with official stamp and seal, shall be issued and distributed to the students by the respective Department's office.

The Deans of Schools and Heads of Departments are requested to kindly facilitate the implementation of the above arrangement through their respective offices.

This issues with the approval of the competent authority.

  
(Dr. Santigopal Pain)  
Controller of Examinations

Copy to:

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. The Dean of Students' Welfare, CUSB
4. The Coordinator, IQAC, CUSB
5. The Registrar, CUSB
6. The Finance Officer, CUSB
7. Vice-Chancellor's Secretariat, CUSB
8. PS/PA to Registrar/ F.O./CoE, CUSB
9. DR (Acad & Exam)/ AR (Acad & Exam)/S.O. (Acad & Exam), CUSB
10. System Analyst, CUSB – with a request to upload on CUSB's Website.
11. Public Relation Officer, CUSB