

**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF HIGHER EDUCATION**

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No .HE-FE-IA-POLICY-0001-2016      366      /HE., Dated 02.01.2020

From

Sri Laxmidhar Mohanty, OAS (SAG)  
Additional Secretary to Government

To

The Special Secretary  
GA & PG (AR) Department

Sub:-Clarification on the authentication of Educational Certificates (Public service) of the Higher Education Department.


Sir,

In inviting a reference to GA & PG (AR) Department Notification dtd.12.10.2017 on the subject cited above, I am directed to send herewith the necessary information/clarification in respect of authentication of the Educational Certificates/Mark sheets in the following two format to be replaced against the name of Public Services of Higher Education Department as reflected at Sl. No. 4, 5 & 6 under Odisha Right to Service Act for public convenience.

**FORMAT**

Sl. No	Name of the Public service	Given Time Limit	Designated Officer	Appellate Authority	Revisional Authority	
1	2	3	4	5	6	
	1.Forwarding of the application to the University	12 working days	2 days	Joint Secretary to Govt	Addl. Secretary to Govt.	Commissioner-cum Secretary to Govt.
	2.Verification by the University		7 days	Controller/Registrar of the universities	Registrar of the universities	Vice-Chancellor of the Universities
	3.Authentication/Despatch of the Certificates by the Higher Education Dept.		3 days	Joint Secretary to Govt	Addl. Secretary to Govt.	Commissioner-cum Secretary to Govt.

Yours Faithfully,

  
Additional Secretary to Govt.      02/01/2020