



ಪ್ರಾದೇಶಿಕ ಆಯುಕ್ತರ ಕಾರ್ಯಾಲಯ, ಬೆಳಗಾವಿ ವಿಭಾಗ, ಬೆಳಗಾವಿ-590002.
OFFICE OF THE REGIONAL COMMISSIONER, BELGAUM DN, BELGAUM-590002

ದೂರವಾಣಿ } 0831-2404007
Telephone } 2461401, 2461402

ಫ್ಯಾಕ್ಸ್ } 0831-2461920
Fax }

Email: rcbgm-kar@nic.in Website: regional-commissioner-belgaum.gov.in

INSTRUCTIONS REGARDING ATTESTATION/ AUTHENTICATION OF DOCUMENTS/ CERTIFICATES

(Time : Between 10.30 AM to 1.30 PM on all working days)

INSTRUCTIONS:

In view of the instructions by the MINISTRY OF HUMAN RESOURCES DEPARTMENT, NEW-DELHI

“IT IS NOT ADVISABLE TO GET AUTHENTICATION DONE EITHER FOR SEARCHING FOR EMPLOYMENT OR IN ANTICIPATION OF GETTING JOBS ABROAD”

The documents / Certificates issued within the jurisdiction BELGAUM DIVISION of the Karnataka State will be Attested/ Authenticated.

I. APPLICATION:

Before issuing the Computerized Number Application a pre-verification is done at **TAHASILDAR chamber** at **ROOM No:4** for which the candidates have to produce the following documents.

- [A] Employment letter from the Abroad Employer or Offer letter from the Abroad company.
- [B] “Passport copy in original or duly attested by Notary in case the person concerned is already residing in abroad (Full Passport except empty pages)”
- [C] Residential proof such as Driving License; Election Voter Card; PAN Card; Ration Card.



II. DOCUMENTS TO BE SUBMITTED FOR ATTESTATION

- A. The applicant is required to apply in person or through an Authorized representative (If candidate already in abroad) in the prescribed format of application along with the following:-
- B. Original Challan/Voucher of **Rs.105-00** (Rs.100-00 towards application and Rs.5-00 towards Stamp fee) per document for attestation.
- C. Verification charges charged by the various Universities/Boards/ Councils through D.D. should be enclosed with application.
- D. Two (2) Black and white Zerox copies of certificates should be enclosed for the use of this office.
- E. As the ExperienceCertificates/Transcripts/College Certificates and other Certificates issued from the private Institution has to be sent for Police verification, Three (3) copies **duly notarized** should be enclosed.
- F. Medical Certificates issued by the Private Hospitals should be countersigned by the jurisdictional District Surgeons.
- G. The applicant / Authorized person is required to produce the original documents/Certificates to the office at time of applying.
- H. The authorized person is required to produce the duly notarized Authorization letter obtained from the applicant. The proforma of the Authorization letter is enclosed at **ANNEXURE-III**.
- I. Duly filled application should be submitted to the INWARD Section at **ROOM No:4** and due Acknowledgement be obtained.

Enquires may be held in Phone No:**0831-2461402**
Office E-Mail : **rcbgm-kar@nic.in**



III. INFORMATION ON VERIFICATION PROCEDURE:

- A. The authenticity of the documents will be got verified from the concerned Institution/ Authorities issuing the documents like Universities/ Educational Institutions/ Local Bodies issuing Birth and Death Certificates, Marriage Certificates etc.
- B. Notarized documents and Certificates issued by private organization like Experience certificate etc. will be got verified by the concerned issuing authorities through jurisdictional Police authorities.



IV. TIME LIMIT FOR ATTESTATION/AUTHENTICATION:

- A. As the Verification Report regarding the Genuiness of the certificate has to be received from the concerned Universities/ Councils/Boards, minimum 10-15 days is required within the limit of Belgaum city and outside the Belgaum city jurisdiction minimum of 25 days are required. Any how attestation will be done with least delay.
- B. As the duly Authenticated Certificates will have to be received only by whom it is submitted by giving a RECEIPT to this office their presence is necessary.
- C. Duly Authenticated/Attested Certificates has to be collected from 10.30 PM to 1.30 PM

V. BUSINESS HOURS OF ATTESTATION WORK:

The business hours of attestation work at Regional Commissioner office, Belgaum are as under:-

(A) MORNING SESSION: (10.30 AM TO 1.30 PM)

- (i) Verification of Records
- (ii) Receipt of Applications
- (iii) Attending the letters of Last days delayed applications



(B) NOON SESSION: (3.00PM TO 5.30 PM)

- (i) Attending the reports of Universities/Boards/ Urban Bodies for final attestation
- (ii) Attending the letters of morning session filed applications.
- (iii) Issuing the Certificates to applicants completed in all respects.

NO POSTAL or COURIER SERVICE IS AVAILABLE.

(By order)
Regional Commissioner
Belgaum Division, Belgaum

ANNEXURE-III
(PREFERBLY ON 20 Rs. Bond paper)

From,

.....
.....
.....

To,
The Regional Commissioner
Belgaum Division, Belgaum

Sir,

I hereby authorize Sri/Smt/Kum.....

..... Son/wife/daughter of
.....resident of
.....

..... Whose signature is attested below to
submit application on my behalf and to apply and collect my
attested original documents on my behalf.



Yours faithfully,

Signature of authorized
Representative

(signature with name of the
Applicant)

attested.

Date:

NOTARY SIGNATURE

NOTE: (1) The above matter must be on a Rs.20/- Stamp Paper and Notary Attested It is essential for the representative to have some identity document bearing his photograph. Copy of identity document to be attached with authority letter which should match the name and address mentioned in the **ANNEXURE-III**.

(2) Applicant should authorize only to his/her

- a) Applicant's parents
- b) Own Brothers or Sisters of applicant
- c) Applicants Spouse
- d) Father in law / Mother in law (They should produce marriage certificate also).

“Authorization other than above will not be entertained”

Demand Draft (D.D)

Sl No	Name of the University	D.D amount	D D in favour of
1	Vishweshwarayya Technological University, Belgaum	175-00	FINANCE OFFICER VTU, BELGAUM
2	Registrar, University of Agricultural Sciences, Dharwad	500-00	FINANCE OFFICER UAS, DHARWAD
3	S S L C	100-00	THE SECRETARY KSEEB, BELGAUM



KARNATAKA UNIVERSITY, DHARWAD

Sl No	Details of the Certificates	D.D amount per document	D D in favour of
1	Marks Card and Certificates	190-00	FINANCE OFFICER KUD, DHARWAD
2	Convocation degree certificate	230-00	
3	Engineering/ Medical degrees Marks Cards and Certificates	330-00	