Issuance of Leaving / Transfer Certificate, UGMIT, Rayagada

CLC/TC is issued on 1st and 15th of each month provided the student has fulfilled all the requirements as mentioned below. If the 1st /15th of month is holiday, then TC will be issued on immediate next working day.

Physical presence of student is mandatory for issuance of CLC / TC.

Steps to be followed:

1. Download CLC / TC form from UGMIT website (www.ugmit.org.in)
2. Fill the details as per the requirement and do the clearance from different departments as well as from the account section.
3. Make the requisite payment through SBI Collect(scanning the following QR code) under the section "Miscellaneous fees" and take a print out of it.

4. Submit an request application to "The Principal, UGMIT, Rayagada" with a subject "Request to issue of CLC / TC of self" with following documents at Office of the Principal.
    a) Duly filled in CLC / TC form (Original).
    b) Payment slip taken from SBI collect (Original)
    c) Registration slip (Xerox copy)
    d) HSC / 10th certificate (Xerox copy)
    e) Aadhar card (Xerox copy)
    f) Original / provisional Diploma certificate & Divisional Mark sheet or all the semester mark sheets (in case of pass out students) (Xerox copy)
    g) Admission payment slip (Xerox copy)
    h) Hostel Clearance (For Hostel Boarder)(Xerox Copy)
       Note: All the above documents must be self attested.
5. Then the office will do the necessary entry of the received application and hand over the same to the Admission Section.
6. After verification, the Admission Section will issue the CLC / TC to the student.

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