

Dear Student,

There is a requisite fee for issue of transcript i.e. Rs.500/- for all B.Sc. Semesters / 3-year Diploma / 1 ½ year Post Graduate Diploma, 1 ½ year Craftmanship Certificate Course, while subsequent copy carries Rs.150/- per transcript. If you are applying to Canada, Part A of the attached WES Form is to be filled & signed for generating transcript. Alongwith the WES form, photo copy of all NCHMCT mark-sheets, issued by NCHMCT, is to be accompanied. Rs.500/- is for entire mark-sheets.

You may remit through RTGS (mandate form attached) or through Demand Draft drawn in favour of NCHMCT payable at NOIDA or DELHI and sent to Director, National Council for Hotel Management & Catering Technology, A-34, Sector-62, NOIDA – 201309. If you are unable to visit NOIDA, the same can be handed over to the authorized person. However, if it is to be sent by speed post (Indian address only), extra fee of Rs.50/- shall be charged i.e. Rs.500+50=550/- Request for transcript may be sent only through **dirs-nchm@nic.in**

As per the recent request from students, NCHMCT has decided to dispatch the transcript directly to Toronto, Canada. The fees now would be as under:

1. Rs.500/- for generating transcript for all courses;
2. Rs.50/- will be charged for dispatching the transcript to Indian address towards postal charges i.e. Rs.500/- + 50/-=550/-; (Option I)
3. Dispatch of transcript through Speed Post directly to Canada, Toronto will be Rs.500/- for one transcript and Rs.1500/- for dispatch of transcript i.e. Rs.500/- +1500/-=2000/- (Option-II)
4. Students have the option to either get the transcript sent to Indian address or request for direct dispatch to Canada.
5. Students who wish to send their transcript to two places i.e. Canada, USA or for other Universities, directly from NCHMCT, the charges would be Rs.500+1500=2000/- for one and for other Universities Rs.500+1500/- i.e. Rs.2000, you have to shell out i.e. Rs.4000/- for two Universities.
6. Students who wish to send one transcript to Canada and one to his home address, the charges would be Rs.500+1500/- =Rs.2000/- for Canada and Rs.150/- for home address.

Regards,
Director (Studies)

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. DETAIL OF ACCOUNT HOLDER -

NAME OF ACCOUNT HOLDER	NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY
COMPLETE CONTACT ADDRESS	A-34, SECTOR -62, NOIDA -201309
TELEPHONE NUMBER/FAX/EMAIL	0120-2590602 Email id : nchmetadm@gmail.com

B. BANK ACCOUNT DETAILS-

BANK NAME	CANARA BANK
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	1A/40, H BLOCK, SECTOR-63, NOIDA (U.P) -201301 Phone no. 0120-2427457 Email id : cb2886@canarabank.com
WHETHER THE BRANCH IS COMPUTERISED?	YES
WHETHER THE BRANCH IS RTGS ENABLED?	YES
IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE?	IFSC- CNRB0002886
IS THE BRANCH ALSO NEFT ENABLED?	YES
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	SAVING
COMPLETE BANK ACCOUNT NUMBER (LATEST)	2886101000127
MICR CODE OF BANK	110015178

C. DATE OF EFFECT -

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed, or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Signature of Customer

Date:

1. Please attach a photocopy of cheque alongwith the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, Please submit the information again in the above Proforma to the Department at the earliest.