



# PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS

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(Academic Section)

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No.99(Acad-Cert)/PIDE/2021

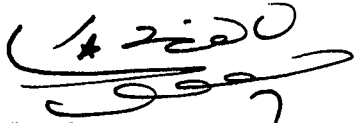
November 02, 2021

## NOTIFICATION

Subject: **PROCEDURE FOR ISSUANCE OF CERTIFICATES TO STUDENTS**

This is to notify that existing procedure for issuance of various certificates to students (character, bonafide, etc) has been revised.

2. New and simplified procedure is being circulated for information and compliance of students and relevant Sections of PIDE.
3. This issues with the approval of the Vice Chancellor, PIDE.

  
(M. Irfan Rafiq, PMP)  
In-charge (Acad/QEC)

**Encl: (As above)**

### **Distribution:**

1. The Dean, Faculty of Social Sciences, PIDE, Islamabad.
2. The Head, PIDE School of Economics, PIDE, Islamabad.
3. The Head, PIDE School of Social Sciences, PIDE, Islamabad.
4. Students (via email)
5. Notice Boards.

### **C:**

1. The Treasurer, PIDE, Islamabad
2. The Chief, ICT, PIDE, Islamabad.
3. SO to Vice Chancellor, PIDE, Islamabad.
4. PS to Acting Registrar, PIDE, Islamabad.
5. Audit Office, PIDE, Islamabad.

GOVERNMENT OF PAKISTAN  
PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS  
(PIDE)  
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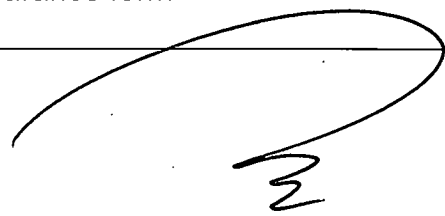
Standard Operating Procedures (SOPs)

ACADEMIC SECTION

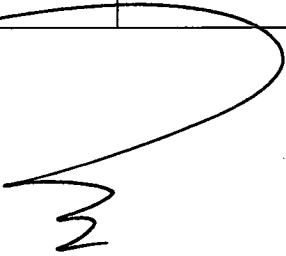
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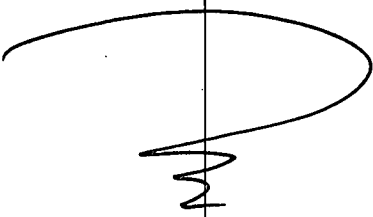
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<b>1. Issuance of Various Certificates to Students</b>	
<b>Owner</b>	Academic Section
<b>Beneficiaries</b>	All students of PIDE
<b>Purpose</b>	To facilitate and issuance of following certificates in time fashion to the students of PIDE on request basis; <ul style="list-style-type: none"> <li>i. Bona fide Certificate</li> <li>ii. Character Certificate</li> <li>iii. NOC Certificate (Migration/Further Studies)</li> <li>iv. English as medium of education Certificate</li> </ul>
<b>Fee Involved</b>	<b>Rs. 500/-</b>
<b>Issuance Time</b>	<b>02 days: Every Monday, Wednesday and Friday</b> <i>if public holiday(s) fall on schedule day(s), the certificate will be issued on proceeding scheduled day</i>

  
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<b>Signatory</b>	<p>In-charge Academic Section</p> <p><i>i. If in-charge Academics Section is on leave on schedule day(s), the certificate will be issued on proceeding scheduled day.</i></p> <p><i>ii. If in-charge Academics Section is on prolonged leave, the certificate will be issued by the official so nominated by In-charge Academics</i></p>
<b>Implementation Guidelines (for students)</b>	<p><b>Manual:</b></p> <p>Applicant, current or passed out student of PIDE, shall;</p> <ol style="list-style-type: none"> <li>i. Deposit certificate fee i.e. Rs. 500/- in the PIDE account.</li> <li>ii. Submit an application for issuance of certificate along-with payment proof of certificate fee to Academic Section.</li> <li>iii. Collect certificate from Academic Section on any proceeding scheduled day i.e. Mondays, Wednesdays and Fridays or the same will be sent via post on specified address.</li> </ol> <p><b>Via email/online:</b></p> <p>Applicant, current or passed out student of PIDE, shall;</p> <ol style="list-style-type: none"> <li>i. Deposit certificate fee i.e. Rs. 500/- in the PIDE account through internet banking, mobile banking, online payment etc.</li> <li>ii. Write an email to <a href="mailto:admissions@pide.org.pk">admissions@pide.org.pk</a> along-with payment proof of certificate fee.</li> <li>iii. Mention address (postal or email or both) in the email where certificate is to be dispatched.</li> <li>iv. Academic Section shall issue digital/paper based certificate on mentioned postal or email address, whatsoever, the case may be.</li> </ol>  <p>2/11/21</p>

**Implementation  
Guidelines  
(PIDE)**

In addition to the abovementioned requisition process, **PIDE shall ensure that every passed out student is given this certificate at the time of issuance of degree/transcript.** Fee involved shall be charged as per any of the following scenarios;


**For fresh intake**

Certificate fee of Rs. 500/- shall be taken from students as 'Certificate Fee' at the time of admission.

**OR**

**For already enrolled students**

Certificate fee of Rs. 500/- shall be adjusted /collected against Security Refund of the student at the time of clearance.



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