



DHA SUFFA UNIVERSITY

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In reply, please quote,
DHA/DSU/19/20-78

NOTIFICATION **(OFFICE OF THE REGISTRAR)**

Dated: 12th May 2020

Subject: **REVISED PROCEDURE FOR CLEARANCE AND THE ISSUANCE OF FINAL TRANSCRIPT TO THE GRADUATES**

1. It is hereby notified for the information of all concerned that the Competent Authority is please to revise the procedure for clearance and the issuance of final transcript to the graduates w.e.f. 2nd March 2020 as under.
 - a. After the notification of Provisional Semester Result Notification (PSRN), the graduate can start the process of his / her clearance on the "CLEARANCE FORM" attached at Annex 'A' available at DSU Website, Dashboard & Photocopier Shop.
 - b. After obtaining clearance from all the relevant departments, it is the responsibility of the graduate to submit the "CLEARANCE FORM" in the Registration Department.
 - c. On receiving the "CLEARANCE FORM" from the graduate, the Registration Department, after necessary working, will forward that form to the Examination Department on the very next working day.
 - d. After the issuance of Gazette Notification, the graduate can submit the "FINAL TRANSCRIPT FORM" attached at Annex 'B' (available on DSU Website, Dashboard & Photocopier Shop) directly in the Examination Department.
 - e. The Examination Department, on the basis of already received "CLEARANCE FORM" of the graduate will process the issuance of Final Transcript to the student within the shortest possible time.
 - f. All the relevant HoDs / DHs must ensure the disposal of received "CLEARANCE" and "FINAL TRANSCRIPT FORM" in their department in the shortest possible time to avoid the frustration of the graduate and for positive word of mouth through subject graduate / alumni.


Brig (Retd)
Syed Muhammad Rafique Ahmad, SI(M)
Registrar

Encl: As stated.

To:

Dean EAS & EMS
All HoDs / DHs
Additional Registrar
PA to VC
Notice Boards