

Deen Dayal Upadhyaya College
(University of Delhi)

CITIZEN CHARTER

S.No.	Activity	Level of Action	Time Frame
1.	Issuance of Provisional Certificate to students	Administrative Officer/ Principal	5 working days
2.	Issuance of No Dues Certificate to students	Administrative Officer/ Principal	5 working days
3.	Issuance of Study/Bonafide Certificate to students	Administrative Officer/ Principal	5 working days
4.	Issuance of Character Certificate to students	Administrative Officer/ Principal	5 working days
5.	Faculty related work	Principal	5 working days
6.	Employee related work	Principal	3 working days