



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

L.B. Reddy Nagar :: Mylavaram-521 230 :: Krishna Dist. :: A.P

CITIZEN CHARTER

The following is the citizen charter for various services as detailed here below.

S. No.	Certificate/Service	Fee Amount Rs/-	Max. Time of Delivery	Remarks
1	Medium of Instruction	Free of cost	1 working day	On the day of applying
2	Equivalent Percentage	Free of cost	1 working day	
3	Duplicate Hall Ticket	200/-	1 working day	
4	Transcripts	40/- per sheet	1 working day	
5	Migration Certificate	1000/-	2 working days	From the date of receipt of application
6	Name Correction (Grade Card)	300/-	6 working days	
7	Name Correction (CGC/PC/MC)	500/-	6 working days	
8	Duplicate Grade Card	500/-	6 working days	
9	Duplicate CGC/PC/MC	1000/-	6 working days	
10	Duplicate Identity Card (for damage)	200/-	2 working days	
11	Duplicate Identity Card (for missing)	300/-	2 working days	
12	Any Discrepancy	--	14 working days	

Note: If any certificates are not issued in time, contact examcell@lbrce.ac.in

Sd/-
Controller of Examinations