



**OFFICE OF THE PRINCIPAL GOVT COLLEGE FOR GIRLS  
UGALAN (HISAR)**

Post Office- Khanda Kheri, Tehsil Narnaund, District Hisar. Pin- 125038 (Haryana)

Affiliated to Guru Jambheshwar University of Science and Technology, Hisar (Haryana)

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**Notice**

महाविद्यालय में B.A. IIIrd year (session 2023-24) में पढ़ रही छात्राओं को सूचित किया जाता है कि जो छात्राएँ पासपोर्ट बनवाने की इच्छुक हैं उनका Passport Fee Reimbursement के लिए निम्नलिखित Procedure रहेगा:-

Step 1- Apply for passport at your own level through CSC centre etc. and pay Fee Rs. 1500.

Step 2- Attend the appointment at passport office chosen by you, Police verification may take 2-3 months at this step.

Step 3- After receiving your passport successfully, the student will apply for passport fee reimbursement option through ERP portal on given website link i.e. [ERP.HIGHEREDUARY.AC.IN](http://ERP.HIGHEREDUARY.AC.IN).

Step 4- The students have to upload all the desired information and documents on ERP portal.

Step 5- The students will submit the following documents manually to passport incharge.

- 1- Passport application form (Copy)
- 2- Fee receipt (copy)
- 3- College Identity card (copy)
- 4- Passport (copy)

For more information contact passport incharge Sh. Ravinder Kumar, Asst. Prof. of Geography.

*Ravinder*  
*12/12/2023*  
*Passport Incharge.*

Principal

GCG Ugalan

Principal

Govt. College for Girls  
Ugalan (Hisar)

*12/12/23*