



Homi Bhabha National Institute

Regd. Office: Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094

Tel: 022-25597699

Ref: HBNI/847/2023/1385

October | 6, 2023

GUIDELINES/ FEE STRUCTURE FOR VERIFICATION OF DOCUMENTS

W.E.F 16.10.2023

1. **Fill up Application Form:** An application form alongwith required supporting documents, in prescribed format (attached), to be forwarded to Registrar, by post or through e-mail at "registrar@hbni.ac.in".

The postal address is as under

Registrar,

Homi Bhabha National Institute,

2nd Floor,

Training School Complex,

Anushaktinagar,

Mumbai – 400 094, India

2. **Fees to be submitted alongwith application form.**

Sl.No	Processing Charges	Request within India	Request from abroad	Time Taken
1	Verification of any document issued less than one year	Rs.1000/-	25 USD	10 working days
2	More than one year less than 5 years	Rs.2000/-	50 USD	15 working days
3	More than five years and less than 10 years	Rs.3000/-	100 USD	10 working days
4	More than 10 years	Rs.5000/-	150 USD	15 working days
5	Change of Name (with proper procedure)	Rs.4000/-	100 USD	15 working days

3. Verification Fee is **Not Applicable** for any Government Organization/District Magistrate.

4. **Mode of Payments:** The fee to be deposited online as per details given below:

(b) Through Online Transfer

In case of amount to be deposited in Indian Currency	
Name of the Bank	State Bank Of India
Account No.	37534575526



Account Name	Homi Bhabha National Institute
Account Type	Current Account
Branch	BARC Branch
Branch Code	001268
IFSC Code	SBIN0001268
MICR Code	400002006
SWIFT Code	SBININBB508

Note: To deposit fee in INR to send at foreign address, USD will be converted by multiplying with USD-INR current rate.

INSTRUCTIONS TO THE APPLICANTS

5. Photocopies of the documents submitted will be verified and the attested documents (along with necessary certification) will be forwarded to the addressee specified in the application in sealed cover. The application can be submitted by the employer/verification agency.
6. Attach the copies of documents to be verified and forwarded. Only photocopies shall be attached. The copies must be neat and clear **without** having any attestation/marking.
7. Pay the required fee, using online payment method only and indicate the payment details in the application form.
8. Please note that the prescribed fee is non-refundable. Therefore, it is advised you double check the accuracy of the information, documents and payments before submitting for verification.
9. The application form is enclosed herewith.
10. Queries or concerns regarding the above mentioned procedures will be addressed by HBNI office on any working days.



P.C.Selvin
14/11/23
(P.C.Selvin)
Registrar