

APPLICATION FOR OBTAINING GENUINENESS CERTIFICATE

Attn: Section Officer – Exam III, SED

To
**The Registrar,
Student Evaluation Division (SED),
Maidan Garhi, IGNOU, New Delhi – 110 068.**

Respected Sir,

Sub: Request for Genuineness of PC/GC/DC – reg.

With ref. to the subject cited, the following details are furnished for issue of Genuineness of the Provisional/Grade Card/Convocation Degree certificate as the case may be.

1	Name of the Candidate				
2	Enrollment Number				
3	Description of the certificates to be verified (<i>only tick marked</i>)	1. Provisional Certificate (PC)	<input type="checkbox"/>		
		2. Grade Card (GC)	<input type="checkbox"/>		
		3. Degree Certificate (DC)	<input type="checkbox"/>		
4	Name of the Degree (<i>Programme Code</i>)				
5	Name of the Study Centre (<i>College</i>) & Centre code				
6	Month & Year of Passing				
7	Certificate No.	PC No.		GC No.	
		Degree Cert. No.			
8	Gender	Male / Female			
9	Name and Address of the Employer				
10	Address to whom the confidential report to be sent (<i>with pin code</i>)				
11	Fee Remittance Particulars:-				
	Name of the Bank & Place				
	Draft No & Date				
	Amount in Rs.				

I request you to kindly arrange for issue of Genuineness of the Certificate/s at the earliest please.

Encl; 1. Copy of PC/GC/DC
2. Demand Draft as above.

Date:

Signature of the Employer with Seal

Note: 1. Fee for issue of Genuineness certificate is Rs. 400/- for Private organizations
Rs. 200/- for Government / Aided Institutions.
2. The Demand Draft shall be drawn in favor of "IGNOU" payable at New Delhi only accepted
3. The application along with enclosure should reach the Registrar, SED, IGNOU, New Delhi -110068