APPLICATION FOR OBTAINING GENUINENESS CERTIFICATE

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.

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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 (*only tick marked*)	1. Provisional Certificate (PC) ☐ 2. Grade Card (GC) ☐ 3. Degree Certificate (DC) ☐
4	Name of the Degree *(Programme Code)*	
5	Name of the Study Centre (*College*) & Centre code	
6	Month & Year of Passing	
7	Certificate No.	PC No. _____ GC No. _____ Degree Cert. No. _____
8	Sex	Male / Female
9	Name and Address of the Employer	
10	Address to whom the confidential report to be sent (*with pin code*)	
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. 300/- for Private organizations
                                  Rs. 100/- 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