

To
The Principal
Garhbeta College
Garhbeta, Paschim Medinipur
Pin - 721140

Through the Secretary, Faculty Councils for Post Graduate Studies

Sub. : Prayer for issuing original Certificate of M.A. / M.Sc. in

Sir,

With due respect I state that I was a student of M.A. / M.Sc. in...../
in Garhbeta College during the years 20.... – 20..... and
I passed withclass in the year 20.....I want to receive my Post
Graduate Certificate. I request you to issue my certificate.

With regards,

Date ;

Yours sincerely,

Signature of candidate

(Office use)
.....
Subject.....
Class Roll No.....
Date of admission.....

May be issued the Certificate

Secretary
Faculty Councils for PG Studies

- N.B. : 1. Candidate has to come personally for receiving the Certificate.
2. Candidate has to bring the original Final Marksheet along with one photo copy of the same.
3. Candidate has to bring one photo copy of the Admit Card having Photo or one Identity Proof.

