Date: 27-April-2022

Procedure for getting Genuineness Certificate

1. Genuineness Certificate may be issued on specific request from the Government/ State/ Autonomous/ Private/ Foreign Organization/ Institution & Embassies and on payment of the requisite fee.

2. A letter from the Head of the Company/ Institution/ Authorized authority is required along with photocopy of the Degree certificate (Back & Back) and a self-addressed (Organization), sufficiently stamped postal/Airmail envelope (Size: Length:28.5 cm ; Breadth: 12.5 cm). The Signatory Name, Date and the seal of the company to be given compulsorily on the request letter.

3. The Application/ request for Genuineness Verification are to be addressed to "Controller of Examinations" Pondicherry University, Puducherry – 605014.

4. Genuiness certificate will not be sent to the Candidates/ Individuals directly

5. The verification process will may take 15 working days.

6. Fee for verification of degree certificate is to be made through Demand Draft in favor of 'Finance Officer', Pondicherry University, Puducherry or through Indian Bank Challan.

   In India:

State & Central Government	Rs. 2,000/-
Private Agencies/ Institutions / Companies	Rs. 3,000/-

   For Foreign Institution/ Foreign Countries/ Embassy & High Commission:

SAARC Countries	US $100/-
Other than SAARC Countries	US $150/-

7. Online Account transfer/ DD details:

Bank Name	Indian Bank
Account Number	6730188227
IFS code	IDIB000P152
DD in Favour of	Finance Officer, Pondicherry University
SWIFT Code	IDIBNBBPON
AD CODE	0260284

8. For any clarification please contact: The Convocation Section, Examination Wing, Pondicherry University, Puducherry – 605014. Telephone: (0413)-2654521
   Email id: convocation@pondiuni.ac.in

APPLICATION FOR GENUINENESS CERTIFICATE

1.	Name of the Student			
2.	Register Number			
3.	Name of the Degree			
4.	Name of the Branch			
5.	Class Percentage/ Grade obtained			
6.	Month & Year of Passing			
7.	Email Id of Agency/ Head of the Institution/ Embassy/ High Commission			
8.	Contact No	Landline No:		
		Mobile No:		
9.	Fee Details	D.D No/ Challan No	Bank	Date
10	Enclosures	1) Letter from the head of the Company/ Institution/ Authorized Authority stating the purpose for which it is required. 2) Photocopy of the certificate (Back & Back) 3) Self-addressed (Organization) sufficiently stamped postal/ Airmal envelope (Size: Length:28.5 cm; Breadth:12.5 cm)		
11.	Address to which the confidential report has to be send (Confidential report will not be send directly to the candidates)			
12	Signature with Date			

Please issue a Genuineness Certificate for the aforesaid transcript issued by your University

Date: Name & Seal

Note:
1. Please read the procedure before filling in the Application
2. Demand Draft should be drawn in favor of "Finance Officer Pondicherry University", Payable at Puducherry.

For Office Use Only

FR Received on	Convocation Admitted	Name of the Organization	Years of Degree		Whether Required Fee Paid/ Amount		Action Taken on	Dispatched on
			Less than 5 years	More than 5 years	Yes	No		
					Amount:			

Prepared & Checked by   Checked by   Verified by
Dealing Assistant   Section Officer   Assistant Registrar