

To
The Principal
Garhbeta College
Garhbeta, Paschim Medinipur
Pin - 721127

Through the Head Clerk Garhbeta College

**Sub. : Prayer for issuing original Certificate of B.A (Hons)/ B.Sc. (Hons)/B.com. (Hons)/ B.P.Ed./ BCA/
OMSP/ B.A (Gen)/ B.Sc. (Gen)/B.com. (Gen) 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.....

issued the Certificate

Head Clerk

Garhbeta College

- 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.