

Request for Letters/ Certificates from PGIM

- Academic Transcript Fee
- Academic Records - Person overseas
- Academic Records - Person in SL for overseas purposes
- Academic Records - Person in SL for local purposes

	Fee (Rs) From 01.01.2017	Branch
Academic Transcript Fee	11,500/-	Exam
Degree Certificate Verification Overseas Letters	3,000/-	Exam
Academic Records • Certificate for person in SL for overseas purpose	4,500/-	Academic
• Certificate / Verification to person overseas	US \$ 85 or 8,500/-	Academic
• Certificate for person in SL for local purposes	2,500/-	Academic

For additional copy of Academic Record – Rs. 850/-

- EICS Verification forms
- Verification letters

	Fee (Rs) From 01.01.2017	Branch
EICS Verification forms	US \$ 85	Academic
Verification letters (local purposes)	3,000/-	

Requesting letters from the PGIM at the request of Trainees

- General Letters- **Rs. 400.00 Per Page**
-Certifying / School admissions / miscellaneous letters
(*Except in Academic / Exam matters which is necessary for training*)
- For certifying – a. True Copy & b. Other certificates
-Rs. 35.00 per page or certificate
- For urgent/ 24 hour service (undertaken if possible) an extra 50% of the initial charge to be paid.
(Usual service will be 5 working days to enable to search, type, edit, obtain signature and release)
- The Finance Committee will have to decide on percentage of charges to be reduced depending on the justification in the case of teachers, examiners and staff.