

Fees for Letters/ Certificates issued

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

	Fee from 01.01.2019 (Rs.)	Branch
Academic Transcript Fee	13,000/-	Exam
Degree Certificate Verification Overseas Letters	3,500/-	Exam
Academic Records	5,000/-	Academic
• Certificate for person in SL for overseas purpose		
• Certificate / Verification to person overseas	US \$ 94 or Rs. 9500/-	Academic
• Certificate for person in SL for local purposes	3,000/-	Academic

For additional copy of Academic Record – Rs. 950/-

- EICS Verification forms
- Verification letters

	Fee from 01.01.2019 (Rs.)	Branch
EICS Verification forms	US \$ 95	Academic
Verification letters (local purposes)	3500/-	Academic

Letters issued by the PGIM at the request of Trainees

- General Letters- **Rs. 450.00 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. 40.00 per page or certificate
- For urgent/ 24 hour service (undertaken if possible) 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, when requested.