

PROCEDURE FOR OBTAINING THE GENUINENESS OF OTHER STATE UNIVERSITY CERTIFICATES

- ❖ **1.Letter from the Individual to the HM requesting to obtain genuineness from the University.**
- ❖ **2.Letter from the HM to the University seeking genuineness of the certificate.**
- ❖ **3.DD for an amount of 300/- in favour of The Registrar**
- ❖ **4.Xerox copies of the certificates**

From

.....

SchoolAsst.....

.....School.

.....

To

The Headmaster

.....School

.....

Respected Sir

Sub :Regularisation of service of School Assts-Obtaining Genuineness of –
Certificates information-requested-reg.

Ref: Copies of Certificates.

I.....did my B.Ed/PG.....from
.....University ofState .Hence I
request you to obtain the genuineness of my certificates from the concerned University for the purpose of
getting my service regularized in the School Asst Cadre.

My Roll No:.....

Thanking You Sir.

Yours Faithfully

Encl:

1.DD for an amount of

2.Xerox copies of certificates

From
Sri/Smt.....
Headmaster
.....School
.....

To
The Registrar
.....University
.....
.....

Rc.No:.....

Respected Sir

Sub :APSES-Regularization of service of School Asst-Sri/Smt.....
.....working atSchool
..... Genuineness of B.Ed/PG.....
Certificates information-requested-reg.

Ref: 1.Letter from the Individual dated.....
2.Copies of Certificates submitted by the individual.

I wish to inform that the Commissioner & Director of School Education,Andhrapradesh, Hyderabad has issued certain instructions to obtain genuineness on the Professional Academic Qualifications of the individuals who procured their qualifications in other universities which are located in other states.

In this connection,Iam to inform you that Sri/Smt.....
School Asst(.....)......School.....of
District has submitted proposals for regularization of his services in the cadre of School Asst.

In view of the instructions of the Commissioner & Director of School Education, Andhrapradesh, ,Hyderabad ,I request to certify and confirm the genuineness of Reg No :.....
Issued in favour of Sri/Smt..... who studiedin
Your university in the year.....through distance mode and completed in
,so as to enable to regularize the service of the individual.

The copy of theProvisional/Original certificate and a D.D. for Rs.....
Drawn in favour of the Registrar.....University is herewith enclosed for
taking further action.

Thanking You Sir.

Yours Faithfully

Encl:
1.DD for an amount of
2.Xerox copies of certificates

Copy to the individual.