

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**

**Request Letter for Verification**

To,

The Controller of Examination  
Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.- 495009

Sub.:- Verification of Educational Documents (Mark Sheet/ Degree/ Provisional Certificate/ others)

Sir,

With reference to the subject cited above this is to inform you that

Name of the Person :	Mr/ Ms
Name of the Post :	
Salary per Month/ Year :	In Rs.
Nature of Job :	Permanent/ Contractual
Name of Organization :	
Name of Office with Full address* :	

has been selected/ appointed through our letter no ..... dated....., therefore, the attached photocopies of the educational documents are to be verified and its verification report kindly be sent at above address\*.

The requisite verification Fee Rs ..... (Rs 100/- per document and if request is from abroad \$ 2/- per document and \$ 10/- USD as extra for postal charge) has been remitted through e-receipt/ DD no.: ..... Dated: ....., Name of bank: .....,which is attached here with this request letter.

List of Enclosed educational documents for which verification from G.G. Vishwavidyalaya is required:

Sr No.	Course name (Mark Sheet/ Degree/ Provisional Certificate/ Others)
1.	
2.	

Signature and Seal of Head/ Officer

Name of the officer.....  
Mobile No..... Email Id.:.....