



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

IGNOU REGIONAL CENTRE III (DWARKA)  
Palam Extension, Near Saheed Ram Phal Chowk,  
Dwarka, New Delhi 110 077



Ph: 011-25088939, 25088944 E. Mail ID: [rcdelhi3@ignou.ac.in](mailto:rcdelhi3@ignou.ac.in) Web Site: [www.rcdelhi3.ac.in](http://www.rcdelhi3.ac.in)

From:

Name of learner (In Block Letters) \_\_\_\_\_

Father's /Husband's Name \_\_\_\_\_

Enrolment No. with Programme Code \_\_\_\_\_

Phone No. \_\_\_\_\_ E- mail ID \_\_\_\_\_

RC Code 38                      Study Centre Code \_\_\_\_\_

Date \_\_\_\_\_

To

**The Regional Director  
Indira Gandhi National Open University  
Regional Centre, NCT of Delhi –III  
F -634-636, Palam Extn., Shaheed Ramphal Chowk  
Near Sector -7, Dwarka  
New Delhi – 110077**

**Sub: Request for Learnership Certificate/Authentication of my Application for a Scholarship /  
Fee Reimbursement as detailed below:-**

I am applying for a Learnership Certificate / Scholarship / Fee Reimbursement as detailed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The duly filled-in application form is enclosed.

Please provide your authentication at the relevant portion of the form

Yours faithfully,

**Signature of Student**

\_\_\_\_\_

**N.B. - The authentication will be provided within three working days after necessary verification.**

**BY ORDER (RD, RCD-3)**

\_\_\_\_\_



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**Sub: Request for Authentication of Grade Card**

**Sir,**

I am applying for the following:-

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For this I need authentication of my Grade Card.

I request you to do the needful.

Yours faithfully

**Signature of Student**