



Balurghat College

(Govt. Sponsored)

P.O. Balurghat, Dist. Dakshin Dinajpur, West Bengal, Pin-733101, India, Web : balurghatcollege.ac.in

Ref. No.

Date-

To
The Principal
Balurghat College
Balurghat
Dakshin Dinajpur
PIN 733 101

Sir,

With due respect I would like to bring to your kind attention that I need a provisional certificate for passing the PG examination from the college. I will be delighted if you kindly issue me the required certificate at your earliest. My details are as follows:

1. a. Name (in Block letters):	
b. Father's Name:	
c. Mother's Name:	
2. Full Permanent Address:	
3. Mobile number:	Email ID:
4.a. Year of passing M.A. examination:	b. Semester:
c. Roll : and Number:	
d. In case of PNC, year of clearing mentioned Semester	
5. UGB Registration No.	Session:

Yours faithfully,

Signature of the applicant (in full) with date

Signature of the verifying official with date

*** Please enclose the following documents with application**

1. Self attested photocopy of the final Semester Mark sheet
2. Self attested photocopy of the UGB Registration Certificate

Warning

- i. A Provisional Certificate is issued to a candidate if the same is required before the issue of the original one.