

**Annexure-II**

Ref. No. : IG/RCL/CONV-23/11/

Dated : 30<sup>th</sup> April, 2011

**Sub: Award of Degree/Diploma in 23<sup>rd</sup> Convocation scheduled to be held in the month of May, 2011.**

Dear Learner,

I am glad to inform that you are one of the candidates passed University Programme in TEE December 2010. The 23<sup>rd</sup> Convocation of the Indira Gandhi National Open University is scheduled to be held on **21st May, 2011 (Saturday)** at the Regional Centre, Lucknow from **11:00 AM to 1:00 PM** for awarding Degrees and Diplomas to the eligible candidates. **However, the venue of the convocation will be FAIR FIEDL HALL, LUCKNOW CHRISTIAN COLLEGE, LUCKNOW.**

You are requested to follow the instructions given below for attending the Convocation:

1. Fill the Letter of consent for attending the Convocation (To be returned by you latest by **10th May 2011** positively along with Registration Fee to the **IGNOU Regional Centre, B-1/33 Sector - H, Aliganj, Lucknow**). The Degree registration fee is ` **350/- for each Degree/Diploma (through Demand Draft only in favour of IGNOU, Payable at Lucknow)**. All the Degree/Diploma to be issued in one go to the eligible students, therefore you are requested to enclose one consolidated Demand Draft of the Registration Fee.
2. Please bring a cash sum of Rs.100/- (Rupees One Hundred only) towards the security deposit for Scarf, which shall be refundable on return of the Scarf.

**No TA/DA will be paid for attending the Convocation, and it will also not be possible for the University to make any arrangement for your stay. It may also please be noted that the Degrees will be distributed only upto 11:00 am on the day of convocation and thereafter shall be sent by post. CHILDREN ARE NOT ALLOWED. Identity Card is essential and Degree will be issued only to the candidate.**

With best wishes,

Yours sincerely,

Dr. Amit Chaturvedi  
Regional Director,  
IGNOU Regional Centre,  
Lucknow

**Encl.:** Letter of consent for attending the 23rd Convocation.

**LETTER OF CONSENT FOR ATTENDING THE 23<sup>rd</sup> CONVOCATION to be held in May, 2011  
(TO BE RETURNED BY THE LEARNER BY 10th May, 2011)**

To,  
The Regional Director,  
IGNOU Regional Centre,  
B-1/33, Sector - H, Aliganj,  
Lucknow - 226 024

Sir,

This has reference to your letter No. IG/RCL/CONV-23/11 dated 30th April, 2011, I shall attend the Convocation at the Regional Centre indicated below. My other particulars are as under.

1. Enrolment No. : 

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
2. Name of the Programme : \_\_\_\_\_
3. Name in Full (In English) : \_\_\_\_\_  
(IN CAPITAL LETTERS)
4. Name in Full (In Hindi) : \_\_\_\_\_
5. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. E-mail ID, if any : \_\_\_\_\_
7. Telephone No./Mobile No. : \_\_\_\_\_
8. Mode of Receipt of Certificate : In Person  In Absentia (By Post)   
(Please Tick {✓} The Relevant Column)
9. Particulars of Payment of (Registration Fee) : DD No. \_\_\_\_\_ DATED \_\_\_\_\_  
Amount Rs. \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Place of Issue \_\_\_\_\_

10. Kindly draw the Demand Draft in favour of **IGNOU**, payable at **LUCKNOW**.

Yours faithfully,

Signature

Dated: \_\_\_\_\_