



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name : _____
2. Programme:

 Enrolment No:
3. Address:
.....
..... Pin
4. Contact No.
5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
(a) Term-end examination: June/December.....
(b) Exam Centre Code:
(c) Exam Centre Address:
.....
.....
(d) Course(s): 2
6. Fee details:-
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

No. of Course(s): X Rs. 100/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:
7. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:

Signature.....

Place:

Name:.....

P.T.O.

Prepare Bank Draft

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

| Sl. No. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|---------|---|---|
| 1. | Regional Director, IGNOU Regional Evaluation Centre, 3 rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462016 Madhya Pradesh | All Examination Centres within Bhopal, Jabalpur, Raipur, Ranchi, Patna, Darbhanga, Bhagalpur, Jodhpur and Jaipur |
| 2. | Regional Director , IGNOU Regional Evaluation Centre, C/1, Institutional Area, Bhubaneswar-751013 Odisha | All Examination Centres within Bhubaneswar, Koraput, Kolkata, Deogarh, Siliguri, Raghunathganj, Vishakhapatnam, Vijayawada, Hyderabad |
| 3. | Dy. Registrar IGNOU Regional Evaluation Centre-Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph.- 011-29533565, 011-29571501 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centres/sources, if any. |
| 4. | Deputy Registrar, IGNOU Regional Evaluation Centre, IGNOU Complex, Kaloor PO Ernakulam Distt, Kochi-682017 Kerala Ph.- 0484-2337028, 2337038 | All Examination Centres within Kochi, Trivandrum, Vatakara, Chennai, Madurai, Bangalore, Bijapur, Panaji, Port Blair, Mumbai, Pune, Nagpur, Rajkot, Ahmedabad |
| 5. | Dy. Registrar IGNOU Regional Evaluation Centre-Lucknow IInd Floor, 5 C / INS-1, Sector-5, Vrindavan Yojana , Telibagh, Lucknow -226029 Ph.- 0522-2442825 | All Examination Centres within Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu, Srinagar |