



**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).

Prescribed dates for submission of form:-1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.  
1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

1. Name .....

2. Programme:  Enrolment No: 

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3. Address:.....  
.....  
..... Pin Code 

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4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December.....  

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 (b) Exam Centre Code:

(c) Exam Centre Address: .....  
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(d) Course(s): .....

5. 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: .....

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

**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:.....

## **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 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your 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.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharastra ( area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh ( area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam
5	Dy. Registrar Evaluation Centre	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharastra ( areas under Mumbai and Nagpur RCs)

	<b>IGNOU Regional Centre 1<sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016</b>	<b>Rajasthan, Tamil Nadu ( area under Chennai RC), Goa</b>
<b>6</b>	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati – 781 005</b>	<b>All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya</b>

- 8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.**

