

## **Receiving the Graduation Folder In-absentia**

Dear Candidate,

If you were absent for the Convocation, your Certificate Folder is kept in the Office of Examinations, Christ Institute of Management, Ghaziabad. You are requested to collect the same either in person or through an authorized representative carrying your original College ID card by paying the prescribed fine as mentioned below.

Up to One month	: Rs 500/-
More than One Month up to Two month	: Rs 750/-
More than Two Months	: Rs 1250/- (per year)

If you wish to receive the Certificate Folder by speed post, you need to pay an additional amount of Rs 250/- towards postal and incidental charges. You may fill in the attached form and send it along with the Demand Draft as per the above mentioned fees, favouring Christ Institute of Management payable at Ghaziabad to the Controller of Examinations, Christ Institute of Management (CIM), Mariam Nagar, Meerut Road, Ghaziabad, Uttar Pradesh, PIN: 201003. This facility is available within India only.

Regards,

Controller of Examinations