INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Date: 2016

Sub. : Re-Registration Form July, 2016 – DBPOFA Programme 2nd Semester

Dear Student,

You will be completing 6 Months (1st Semester) of study of the **DBPOFA** Programme in June 2016. We would like you to register for the 2nd Semester beginning from July 2016. Please fill-in the attached Re- Registration Form, irrespective of whether you have appeared for the First Semester Examination or not and whether you have passed or not.

You may fill in the enclosed "Re- Registration Form" & send it along with the Programme Fee of **Rs. 5000/- + late fee, if admissible,** in the form of Demand Draft /Pay Order/Challan Form at the address given below on or before 31st March 2016.

The last date for submitting the Re-Registration form with a late fee is as per schedule:

01.02.2016 to 31.03.2016	-	without late fee
01.04.2016 to 30.05.2016	-	Rs.200/-
01.05.2016 to 31.05.2016	-	Rs.500/-
01.06.2016 to 20.06.2016	-	Rs.1000/-

The Demand Draft should be made in favour of 'IGNOU' payable at the city of Regional Centre where you are registered (applied for admission).

The University is not responsible for postal delay. Hence, ensure that the Form reaches in time. Re-Registration Form received after the due date(s) or without programme fee and late fee, as admissible, will be summarily rejected.

With best wishes,

Yours faithfully,

Regional Director

Address of the learner

Some Useful Information

1) The Programme fee (Rs.5000 /- + late fee, as admissible) should be paid in lump sum by way of a Bank Draft drawn from any one of the scheduled banks, **in favour of IGNOU and payable at the city where your Regional Centre is situated along with Re- Registration Form.** Please write your name, Programme Code and Enrolment Number on the back of the Bank Draft to ensure proper credit to your fee account.

2) The envelope containing the Re- Registration Form should be super scribed with the words **"RE-REGISTRATION – DBPOFA (2nd Semester) July 2016."**

3) The last date for submitting the Re-Registration Form is 31st March 2016.

4) Change of Region
When a student wants transfer from one Region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of the assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records and the status of the programme fee paid by the student to the Regional Centre where the student is going, under intimation to the Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi - 110 068 and the student.

5) Change/Correction of address: There is a printed form for change/correction of address in the Programme Guide of DBPOFA available in IGNOU website. In case there is any need, the students are directed to make use of the printed form, addressed it to the Regional Director concerned who will send the same after verification of students signature to the Registrar, SRD, IGNOU, Maidan Garhi, New Delhi - 110 068. **Students are advised not to write letters to any other officer in this regard.** Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to collect the mail from the old address during this period.

6) To avoid delay in despatch/wrong despatch of material, etc. students are advised to read the instructions carefully and fill up the Re-Registration Form properly.

7) Identity Card: Identity Card was issued in your first year by the concerned Regional Centre. In case of loss, the students may get duplicate Identity Card on payment of Rs.200/- by means of Demand Draft, drawn on IGNOU and payable at the place of Regional Centre.

8) Re-evaluation of Answer sheet: A student can make a request for re-evaluation of answer sheet, 31st March for December TEE and 30th September for June TEE or within one month of declaration of result whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website. Re-evaluation is not permissible for the Projects, Practical, Assignments, Seminar etc. For detail please visit IGNOU website at www.ignou.ac.in.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Dated: , 2016

Diploma in Business Process Outsourcing –Finance & Accounting Programme,
Re-Registration Form DBPOFA - 2nd Semester, July 2016

Dear Sir,/Madam

I hereby submit my Re- Registration Form for, **DBPOFA, 2nd Semester July 2016** along with a demand draft form of Rs. 5000/- (in favour of IGNOU) towards the programme fee as per the details given below :-

For Demand Draft

a) Name of Bank _____ Branch & Place _____

b) Amount **Rs. 5000/- + late fee, if admissible.**

c) Demand Draft No. _____ Dated _____Amount _____
In favour of **'IGNOU'**, payable at the **city** where the Regional Centre is located.

I hereby accept the following courses which are **compulsory** for **DBPOFA** students:

S. No.	Course Code	Title of the Courses	Credits
1	BPOI-006	English Communication	8
2	BPOI-007	IT Skills	8
			16 credits

Yours faithfully,

Enrolment No

Study Centre Code

(Signature of Student)

Date:

Name of the Student_____

Regional Centre Code

Address: _____

_____

Mail this "Re-Registration Form" along with DD/Challan Form to your Regional Center as per schedule given in the covering letter.