

SoP for Leaving Certificate

1. You need to submit an application in writing requesting for leaving certificate.
2. You need to pay Rs.160/- (DD/ Pay order /NEFT) for getting first copy of leaving certificate and Rs.160/- for duplicate copy.

The details of our bank are as follows:

Name of Account : Rajeev Gandhi College of Management Studies

Name of the Bank : Axis Bank Ltd

Branch: Kopar Kherne, Navi Mumbai 400709

Account Number : 661010100019327

IFSC Code : UTIB0000661

MICR Code: 400211058

3. Once you have made the payment, kindly fill the payment details in google form through this link: <https://forms.gle/tj7NABqN54uouuMg8>
4. Once payment is verified, all the documents is forwarded for preparing the leaving certificate.
5. Within 5-7 working days you will receive a call to collect the leaving certificate.