Central Institute of Petrochemicals Engineering & Technology (CIPET),
Head Office, T.V.K. Industrial Estate, Guindy, Chennai-600 032, Tamil Nadu.
Telephone No. : +91 44 2225 4780 / e-Mail : academics@cipet.gov.in

Date : 13.12.2022

Process to be followed for Issue of "Education Verification Certificate" at Academics Cell, CIPET Head Office for the following Diploma Level Programmes :

- Diploma in Plastics Technology (DPT)
- Diploma in Plastics Mould Technology (DPMT)
- Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)
- Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM)

➢ Receiving of request e-Mail / letter from Organization / Applicant in Academics Cell, CIPET Head Office to the e-Mail ID academics@cipet.gov.in

➢ Based on request received from Organization / Applicant, Academics Cell, CIPET Head Office will respond to the Organizaiton / Applicant for completion of the following process to issue Education Verification Certificate :

- Scan copy of Diploma Certificate (or) Course Completion Certificate (or) mark sheet of the student required for Education Verification Certificate
- Fee for issue of verification certificate is Rs.1000/- (Rupees One Thousand only) per course per student, if the course of study within the last 10 years including present Academic Year from the date of request. GST extra (18%).
- Fee for issue of verification certificate is Rs.2000/- (Rupees Two Thousand only) per course per student, if the course of study is beyond 10 years including present Academic Year from the date of request. GST extra (18%).

➢ *The entire process will take upto **05 working** days after receipt of all documents & full payment.*

➢ The payment can be made directly in the following **CIPET HO bank account** / net banking in the form of **NEFT/RTGS**:

Name of the Bank	State Bank of India
Name of the Account	CIPET – Training
Branch Name	Guindy Branch, Chennai-600032
Current A/c No	33003659524
IFS Code No.	SBIN0004327

After credit of payment to CIPET Training bank account, please provide the following information for verification and further process at our end:

1. Name of the bank   :
2. Branch Name / City / State   :
3. Amount paid (Rs.)   :
4. Transaction ID / Challan No. :
   (OR)
   UTR Number   :
5. Purpose of payment   :