



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RANCHI REGIONAL CENTRE**

457/A, Ashok Nagar, RANCHI- 834022, JHARKHAND

Phone: (0651) 2244688, 2244677, 2244699 Fax: 2244400

Website: rcranchi.ignou.ac.in, Email: rcranchi@ignou.ac.in

DR, SHIVA KUMAR GN
Regional Director

RCRAN/Admissn/DNA/2014/

Dated: 16.01.2014

Sub: Admission 2014 – Diploma in Nursing Administration (DNA)

Dear Learner,

As per the merit list, your name has been enlisted for admission to the **Diploma in Nursing Administration (DNA)** of the University commencing from January, 2014 session. In order to confirm your admission, you are advised to show the following original documents at the time of counseling on 23.01.2014. (FOR WAITING LIST CANDIDATES – 24.01.2014 AT 10AM).

1. Acceptance Form enclosed herewith for your needful.
2. Deposit Programme Fee of Rs.9000/- (Rupees Nine Thousand only) by means of Bank Draft obtained from any one of the scheduled banks in the name of IGNOU and payable at RANCHI. Please write your name, programme (DNA) on the back side of the Bank Draft to ensure proper credit to your fee account.
3. All marks sheets and certificates from matriculation onwards.
4. Proof of experience as mentioned in the application form by you.
5. Enclose one photograph (passport size) for the issue of IGNOU Student Card (if not submitted with application form)

Note:

1. This offer of admission is subject to the condition that you fulfill the eligibility criteria prescribed for admission, and if it is discovered at a later stage that you are in fact not eligible and the facts and supporting documents submitted by you prove to be incorrect then your admission shall be cancelled without any notice.
2. In no case, extension will be given for admission. In case, you fail to produce necessary documents in original on the date of counseling, your admission will be rejected.
3. **Waiting List Candidate: This offer letter is for counselling for verification of documents and your admission shall be confirmed only in the case of vacancy arising out of rejected cases whose name appeared in the confirm merit list.**

With best wishes,

Yours sincerely,

(SHIVA KUMAR GN)

Encl: Acceptance Form



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ACCEPTANCE FORM

DIPLOMA IN NURSING ADMINISTRATION (DNA)

Sir,

I accept the offer of Admission to the **Diploma in Nursing Administration (DNA)** of the University commencing from January, 2014. I enclose herewith the acceptance form and Demand Draft towards the programme fee as per the details given below:

Details of the Programme Fee(For Demand Draft)

- a) Bank Name:_____Place_____
- b) Draft No:_____Date_____
- c) Amount : **Rs.9000/-**(Rupees Nine Thousand only)

Thanking you,

Yours faithfully,

Signature of the Student(Name)

Address:.....
.....
.....

Email:.....

Phone:.....