



स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय  
Statutory Body under the Ministry of Health & Family Welfare

F.No.22-40/Web/2019-INC

Dated: **23 MAR 2020**

## Circular

**Sub:- Simplification of the procedure for Institution verification regarding.**

It has been observed that for verification of the institution, Candidates are personally approaching the INC office for submission of application form, the required document etc;. It has been decided to revise the procedure to avoid unnecessary travel for the sake of convenience of the candidates as outlined below.

The application form to be submitted for verification is enclosed. The copy of documents to be enclosed with application form is indicated in the form itself. In addition to documents, the copy of the Bank challan depositing the verification fee of Rs. 500/- (Rs Five Hundred Only) is also to be enclosed. The application form along with all the enclosures may be sent by email to ([inc.studentsverify@gmail.com](mailto:inc.studentsverify@gmail.com)). Candidates are requested to give 15 working days time period before initiating any calls/emails regarding their application status to INC. Reply will be sent through e-mail only through [secy.inc@gov.in](mailto:secy.inc@gov.in)/[js.inc@gov.in](mailto:js.inc@gov.in).

This is also to inform **all the candidates** who have already submitted application for verification of institutions at INC that from 20.03.2020 all the letters will be issued through e-mail only i.e through [secy.inc@gov.in](mailto:secy.inc@gov.in)/[js.inc@gov.in](mailto:js.inc@gov.in).

Lt Col (Dr) Sarvjeet Kaur  
Secretary, INC