

## Self-declaration form for non-availability of documents

To:  
The Registrar  
MGM Institute of Health Sciences, Navi Mumbai

Date:

**Subject: Regarding non-availability of following document/s.**

Sir,

I, Mr. /Ms. /Dr. \_\_\_\_\_persuing  
the program\_\_\_\_\_

For the academic year \_\_\_\_\_ would like to state that i am in the process of submitting my eligibility form to MGM Institute of Health Sciences, Navi Mumbai for which I am unable to procure following document/s with the reason mentioned against it.

Sr. No.	Name of Documents	Reason for non-availability
1.		No such document is issued by previous college/Institute/University/Government body to any student.
2.		
3.		
4.		
5.		

- I further declare that the reason mentioned above is true and I have verified the same from the concerned authorities of my previous college/Institute/University/Government body on various occasions until recently.
- I am enclosing the scanned image of my application to procure the non-available document submitted to my previous college/Institute/University/Government body which is duly signed / stamped as a mark of proof of submission. Alternatively reply/email received from my previous college/Institute/University/Government body is enclosed.
- **During the verification process by MGM Institute of Health Sciences, Navi Mumbai if above claim is found out to be false, I shall be liable to the disciplinary/penal action as per MGM Institute of Health Sciences rules and regulations.**

\_\_\_\_\_  
(Signature of the student)

\_\_\_\_\_  
(Signature of the parent)

\_\_\_\_\_  
(Name of the student)

\_\_\_\_\_  
(Name of the parent)

Enclosure: Application/reply/email as mentioned above. (The latest/recent dated document only will be considered)

**(To be submitted/uploaded in place of non-available document/s)  
(Self-declaration form without above enclosure will not be considered)**