



SR & BGNR GOVERNMENT ARTS & SCIENCE COLLEGE (AUTONOMOUS)  
(An Autonomous College under the Jurisdiction of Kakatiya University – Warangal)  
Re-accredited at A<sup>++</sup> Grade with a CGPA of 3.64 by NAAC  
KHAMMAM – TELANGANA STATE -507002 – INDIA



Office of the Principal & Chief Controller of Examinations – Autonomous & Confidential Section

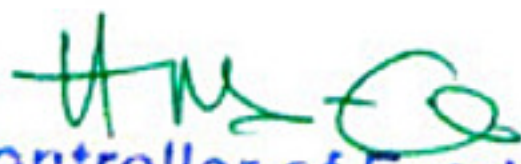
RC No.01/GENUNITY/2025-26

Dated: 19.11.2025

**GUIDELINES FOR GENUINITY CERTIFICATE**

As per the resolution of Staff Council on 18.11.2025, the student or the third party consultancy that requests for the **GENUINITY CERTIFICATE** of a bonafied student of this college should follow the below mentioned procedure.

1. Pay the fee online through  
<https://octopod.co.in/payment/collection/7d12284af3b518078c314584b7d433a1/f910906b7668fa71d4e5be3127d08db0>
2. And send the copies of the following documents to  
[srbgnrgenuinitycertificate@gmail.com](mailto:srbgnrgenuinitycertificate@gmail.com)
  - a. Receipt of payment of fee
  - b. Consolidated Marks Memo or Original Degree Certificate of the student
  - c. Appointment letter to the student by your organization
3. Fee Particulars: **Undergraduate Programmes Rs.500/-**  
**Post-Graduate Programmes Rs.750/-**
4. There is no fee for government departments and agencies that requests the verification of Genuinity certificate of their employees recruited on permanent basis.
5. The Statutory bodies of Recruitment and Selection like Public Service Commission, Railway Recruitment Cell, Staff Selection commission, etc., need not to pay fee for the verification of candidates recruited through them.
6. The duration for getting Genuinity Certificate
  - a. **Offline: 7 working days**
  - b. **Online: 3-5 working days**

  
Controller of Examinations  
Examination Branch  
(Autonomous & Confidential Section)  
SR & BGNR Govt. Arts & Science  
College, Khammam  
Khammam  
Telangana  
507002



PRINCIPAL  
S.R. & B.G.N.R. Govt. Arts &  
Science College, Autonomous  
(NAAC A<sup>++</sup>) - KHAMMAM