



PROCEDURE FOR ADMISSION CANCELLATION

[એડમિશન રદ કરવા માટેની પ્રક્રિયા]

- The candidates, who have confirmed their admission after submitting the original documents at the Help Center, want to cancel the admission, they will have to go to the admission reported Help Center, in-person.
- The same seat will not be available to such candidate for subsequent round of admission but candidates can take part in subsequent round of counseling.
- If candidate cannot come for some reason, the parents/representatives must bring the “Authority Letter” signed by candidate to Help Center. Without Authority Letter, parents/representatives won't be able to collect the documents. Authority letter is available on the page 2 of this document.
- The candidates have to submit following documents and then can collect the original documents.
 - Original admission order of ACPPGMEC
 - Fee receipt/ challan - Xerox copy
 - Self-attested Xerox-copy of Allotment Letter of All India Quota/ Deemed/ Central Universities / Other State Counseling OR application of cancellation if not admitted anywhere
 - ID Proof - Xerox copy
 - Authority letter (In case parents/representatives want to collect the documents)
- Fees will be adjusted if the candidate takes admission in 2nd & subsequent round.
- Fees will be refunded after completion of admission process if the candidate does not take any admission.





Authority Letter for Admission Cancellation

Recent
Passport Size
photograph of
Authority
holder

Recent
Passport Size
photograph of
Candidate

Respected sir,

Please, it is to be mentioned that

_____, my User ID
_____, General Merit No.: _____, NRI Merit No.: _____;
Category Merit No.: _____; PWD Category Merit No.: _____;
am not able to remain able to remain present for cancellation of my PG admission due to
_____.

I am here by giving my complete authority for my admission to my mother / Father / Grandfather/
Grandmother / Brother / Sister / Guardian and for receiving all original documents. I will completely abide
by the decision made by him / her. I will be completely responsible for the same and will not claim further
in future. ACPUGMEC/ACPPGMEC will not be responsible regarding this admission.

Yours faithfully,

Signature of Parents _____ Signature of candidate _____

Full Name of Parents:

Full Name of Candidate:

Relationship with the Candidate:

Signature of Authority Holder _____

Full Name of Authority Holder:

Address:

Phone No.

Mobile No.

Note: The person who brings this Authority Letter must bring his/her valid ID Proof of Driving
License/Income Tax Pan Card/ Passport/ Election Card/Aadhar Card [Original & Photo copy].