

Application Form for Transcripts / Duplicate Certificates

Reg. No.		Name of the Candidate		
Course/ Branch		Batch		
Date of Birth:		Mob. No.		Email Id

* Name (in block letters) and Date of Birth should be as per 10th Class certificate

Application for the purpose of <input type="checkbox"/> Transcripts / <input type="checkbox"/> Duplicate Certificate				
S. No	Description	Cost Per Certificate		Amount Paid
		UG	PG	
1.	Transcripts			
	<input type="checkbox"/> Consolidated Grade Sheet	Rs. 500/-	Rs. 700/-	
	<input type="checkbox"/> Provisional Certificate	Rs. 500/-	Rs. 700/-	
	<input type="checkbox"/> Migration Certificate	Rs. 500/-	Rs. 700/-	
	<input type="checkbox"/> Character Certificate	Rs. 500/-	Rs. 500/-	
2.	<input type="checkbox"/> Duplicate Certificate * (In Lieu of Loss) per certificate	Original Certificate S. No.	Rs. 1000/-	Rs. 1000/-
3.	<input type="checkbox"/> Duplicate Provisional Certificate		Rs. 1000/-	Rs. 1000/-
4.	<input type="checkbox"/> Transcript Certificate	No. Of Copies:	Rs. 1000/-	Rs. 1500/-
5.	<input type="checkbox"/> Duplicate Degree Certificate* (In Lieu of Loss) <input type="checkbox"/> Duplicate Rank Certificate* (In Lieu of Loss)	Original Certificate S. No.	Rs. 2500/- up to five years from course completion and Rs. 5000 /- from sixth year onwards	
Total				

Payment details: (please enclose Payment original receipt / Demand Draft)

1.	Receipt No.		Date:	Amount:
2.	DD No.		Date:	Amount:
	Bank & Branch :			

Enclosures for duplicate certificates:

S. No.	Enclosure	Issuing Authority
1.	FIR copy Ref. No:	

No- Objection Status

1.	Finance Department	
2.	Library	
3.	Transport/ Hostel	
4.	Physical Education Department (sports)	
5.	Head of the Department	

* Get signed by respective Departments

Signature of Applicant
Exam Department
Registrar
Instructions for the Applicant:

• **While applying for Cumulative (consolidated) Grade Card, bring all individual semester grade cards-original/ Xerox (will be returned immediately after verification)**

- Apply for Duplicate Certificates along with Original FIR.
- In case if original certificates found then original certificates must be returned to University for cancellation.
- A minimum of two working days from the date of the submitting complete application is required for processing.

Delivery:

Receiver's Name:	Receiver's Signature:	Date:
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