



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

\* Name (in block letters) and Date of Birth should be as per 10<sup>th</sup> 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.	<b>Transcripts</b>			
	<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"/> <b>Duplicate Certificate *</b> (In Lieu of Loss) per certificate	Original Certificate S. No.	Rs. 1000/-	Rs. 1000/-
3.	<input type="checkbox"/> <b>Duplicate Provisional Certificate</b>		Rs. 1000/-	Rs. 1000/-
4.	<input type="checkbox"/> <b>Transcript Certificate</b>	No. Of Copies:	Rs. 1000/-	Rs. 1500/-
5.	<input type="checkbox"/> <b>Duplicate Degree Certificate*</b> (In Lieu of Loss) <input type="checkbox"/> <b>Duplicate Rank Certificate*</b> (In Lieu of Loss)	Original Certificate S. No.	Rs. 2500/- up to five years from course completion and Rs. 5000 /- from sixth year onwards	
<b>Total</b>				

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.

<b>Delivery:</b>		
Receiver's Name:	Receiver's Signature:	Date: