

Sant Gadge Baba Amravati University, Amravati

Application for issue of Duplicate Marksheet.

(Incomplete application form shall be rejected)

To
The Controller of Examinations
Sant Gadge Baba Amravati University, Amravati.

**Subject :- To issue Duplicate marksheet of -----Examination
held in Summer / Winter ----- .**

Sir.
I request you to please issue me the Duplicate marksheet of the examination details of which are submitted as under :-

1. Name of Student (Full) : -----
(English Capital Letters)
2. Name of Exam. ----- Summer / Winter -----
3. Roll No. -----
4. Category : Collegiate / External / Ex-student / Ex- external ,
5. Fee Rs.50/- is paid in cash vide Receipt No. ----- Date -----or
D.D.No. ----- Date ----- of -----
Bank.
6. Name of College / Examination Centre -----

Your faithfully

Date :----- (-----)
Signature of Student

Address :

PIN

8. Reason for demanding duplicate marksheet -----

Notes :

- 1) D.D.shall be in favour of Registrar, Sant Gadge Baba Amravati University, Amravati, if the Candidate is sending this application by post.
- 2) If wrong information is given, duplicate marksheet shall not be issued, and no correspondence shall be made.
- 3) Duplicate marksheet shall be handed over after 3 working days after 4 pm., from the date of receiving of application.
- 4) B.A. B.Com. B.Sc. students should enclose copy of admission card with this application.

For office use only

Handover / Sent by post the duplicate marksheet on dated -----

Duplicate marksheet handed over/sent by post on dated -----

Signature of applicant

Signature of Clerk