

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION TO ISSUE DEGREE/GRADE REPORT/ MARKSHEET

ontroller of Examination,			Affix Photograph
r,			1 noiograph
I request you to kindly issue my Degree / Grade Report	/ Marksheet. Details are mentioned be	elow.	
Candidate's Name (in block letters)	Roll No.	Enrol. I	No.
Father's Name (in block letters)			'
Mother's Name (in block letters)			
Present Postal Address			
Phone No. Email ID.			
Program of study			
Grade Report/ Marksheet required: Regular			
Authorization (in case student is not available):			
authorize	_to collect my above mentioned Degree	/Grade Report/ Ma	rksheet. The
specimen signature of authorized person is given below. His	/her photo/address ID (Aadhar card) is en	nclosed.	
(Specimen Signature of the authorized person)		(Signature o	of the candidat
INSTRU	CTIONS FOR APPLICANT		
Report/Mark sheet. 3. Fee receipt of Rs 1000/- (Rs. 500/- Alumni registration fee at Section is required for receiving the degree. **Issue of Duplicate Degree/ Grade Report/ Marksheet:** Duplicate Degree / Grade Report/ Marksheet can also be obtained on the An Affidavit signed and certified by the First Class Magistrate.	submitting an application along with the follow		Account
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