



Application for

Duplicate
Detailed
Provisional

Marksheet /Admit Card/Certificate*

To
The Controller of Examinations,
University of Gour Banga
Malda.

Dear Sir,

I would like to be issued a Duplicate Detailed Provisional Marksheet/Admit Card/Certificate* for the under mentioned examination. I am depositing herewith the requisite fee of Rs.....in cash/ Demand Draft.....dated.....

My particulars are as follows:

1. (a) Name(Block letters).....
(b) Father's Name.....
(c) Mother's Name.....
2. Address (Block letters).....
3. Name of the College/Institution wherefrom appeared at the examination.....
(In case of P.G. Students, the Department needs be mentioned)
- 4.(a) Name of the examination for which the document is applied for
- (b) Year of Examination..... (c) Semester.....
- (d) Roll and No. at the Examination.....
- (e) In case of PNC---year of clearing Part I.....Part IIPart III.....
5. Gour Banga University Registration No. with year of registration.....
(attested Xerox copy must be enclosed)
6. Reasons for the application*** of Duplicate Admit Card or Marksheet or of Duplicate/ Provisional Certificate etc

Forwarded
Signature.....

Office Seal

Yours faithfully,

Designation.....

Signature of the applicant (in full)

N.B Fee Structure:

1. Duplicate marksheet	Rs. 500/-	3. Duplicate Admit Card	Rs. 300/-
2. Detailed marksheet	Rs. 1000/-	4. Provisional Certificate	Rs. 300/-
5. Duplicate Certificate	Rs. 500/-		

*Strike out portions which are not applicable.

*** (a) In case of lost Marksheet/Admit Card/Certificate, a copy of the General Diary from the Police Station regarding the loss of any or/all the above noted documents is to be attached to the application.

(b) In case of issuance of duplicate Marksheet/Admit Card/Certificate self attested photocopy of the concerned document(s) must have to enclosed.

(c) In case of damaged documents such distorted documents are to be submitted along with the application.

(d) For obtaining a Provisional Certificate, a Photo copy of the marksheet is to be enclosed.

(e) For obtaining Duplicate Admit Card two identical passport size photographs of the candidate per each examination signed by the candidate therein and also duly endorsed by the Head of the Institution are to be enclosed with the Application form.

RULES

- (a) A Provisional Certificate is issued to a candidate if the same is required before the issue of the original one.
- (b) A Duplicate Certificate, Admit Card or Marksheet is issued to a candidate if such duplicate is required after the issue of the original one.
- (c) Provisional Certificate, Duplicate Certificate, Admit Card or Marksheet will be handed over to the candidate or his/her authorised person.
- (d) No application for Duplicate Marksheet or Duplicate Admit Card/Certificate or Provisional Certificate will be entertained unless forwarded by the Head of the Institution from which the candidate appeared at the examination concerned. Regular M.A. /M.Sc./M.Com. candidates shall submit such applications through the Head of the Post-Graduate Departments concerned.
- (e) Fee may be paid either in cash at the PNB counter, UGB Branch or by Demand Draft preferably drawn at PNB in favour of the Finance Officer, the University of Gour Banga, payable at Malda. The Cash Receipt or Demand Draft must be accompanied with the application.
- (f) In case of applications with incomplete particulars or wrong information, the document prayed for will not be issued.