



PRESIDENCY UNIVERSITY
KOLKATA

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86/1 COLLEGE STREET, KOLKATA - 700073

APPLICATION FOR DUPLICATE GRADE-CARD

Office of the
Controller of Examinations

Date.....

FOR OFFICE USE ONLY	
Received Rs.....	
Transaction Detail.....	Date.....

The Controller of Examinations

Presidency University

Sir,

I would like to apply for duplicate Grade Card/(s) as per descriptions given below:

Name of the Examination held in 20.....

Examination Roll No

Corresponding Class & Roll No.....

Grade Card/(s) for: First Semester / Second Semester / Third Semester / Fourth Semester /

Fifth Semester / Sixth Semester

Yours faithfully

I have submitted the fee of Rs. /-

**The requisite fee for each duplicate Grade Card is Rs. 400/-

Signature of the applicant in full

Registration No..... of

Name and address of the applicant in full

..... Contact No

N.B.

1) GRADE-CARD WILL BE ISSUED ON PRODUCTION OF ORIGINAL IDENTITY & TRANSACTION PROOF.

2) Enclose a photocopy of the Grade Card for which this application is made if possible.

3) Enclose that the report acknowledged by the Police Station, stating loss of the Grade-card for which this application is made.