

APPLICATION FOR DUPLICATE GRADE-CARD

Office of the
Controller of Examinations

Date

FOR OFFICE USE ONLY

Received Rs.....

Receipt No..... Date

The Controller of Examinations
Presidency University

Sir,

I would like to apply for duplicate Grade Card as per descriptions given below :

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

Examination Roll No.

Corresponding Class & Roll No.

Grade Card for : First Semester / Second Semester / Third Semester / Fourth Semester / Fifth Semester / Sixth Semester.

Yours faithfully,

I have submitted the usual fee of Rs. 200/-

Signature of the applicant in full

Registration No..... of

Name and address of the applicant in full

..... Contact No

- N.B. 1) Separate application is to be made when the candidate requires more than one Grade-Card.
2) **GRADE-CARD WILL BE ISSUED ON PRODUCTION OF IDENTITY & THE MONEY RECEIPT.**
3) Enclose a Photocopy of the Grade-Card for which this application is made if possible.
4) Enclose the report acknowledged by the Police Station, stating loss of the Grade-card for which this application is made.