

APPLICATION FOR ISSUE OF DUPLICATE MARK SHEET

Instructions:

1. Duplicate mark sheet will be issued only in case of lost or destroyed irrevocably.
2. The application is to be filled by candidate in English CAPITAL Letters in blue/black ink.)

**1. Name of the student
(in block letters)**
As per High School Certificate

**2. Father's / Husband's
Name**

3. Mother's Name

**4. Complete Address for
correspondence**

City

State

Pin

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5. Email

Ph.

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Reason for applying for duplicate mark – sheet?
Please tick the relevant option

Lost

☐

Destroyed Irrevocably

☐

DETAILS OF THE DUPLICATE MARK – SHEET TO BE ISSUED

Course

Semester / Year

Enrollment No.

Roll No.

Please enclose a photocopy of lost / destroyed mark sheet, if available.

FEE DETAILS

Rs. 1750/- per Mark – Sheet is to be paid through Cash / Demand Draft (DD).

In case of fee paid through DD give the following details:

DD No.

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Date

DD	MM	YY
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Bank & Branch

Demand Draft of Rs. 1750/- to be made in favour of "Kalinga University" payable at Raipur.

Please enclose the following documents:

1. Self-attested photo copy of Class X mark sheet
2. Self-attested photo copy of Class XII mark sheet
3. Self-attested photo copy of Graduation mark sheet (if applicable)
4. Self-attested photo copy of Copy of lost / destroyed mark sheet, if available
5. Self-attested photo copy of Proof of identity i.e. Aadhaar Card
6. An Affidavit (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant (in Chhattisgarh it is presently Rs. 50/-) duly notarized
7. Report the loss of the Mark sheet to the nearest police station and lodge a FIR and obtain a copy of the FIR from the police station

Date/...../.....

.....
Signature of the student

To be executed on Non – judicial Stamp Paper of Rs. 50/- and to be notarized

AFFIDAVIT FOR ISSUE OF DUPLICATE MARKSHEET

I,

Father's Name

Mother's Name

Resident of

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Enrolment No

Course

Semester / Year

do hereby solemnly affirm as under:

1. That I have lost my mark sheet issued from Kalinga University, Raipur & request the University to issue duplicate mark card.
2. I undertake that if my lost mark sheet is found, I shall return the same to the University.
3. I undertake that in case someone misuses my lost mark card, I shall be solely responsible for the same.

Deponent

I above named deponent do hereby solemnly verify that the contents of my above affidavit are true & correct within my knowledge & belief and nothing has been concealed.

Deponent

Verification

Signed and verified at on this Day of Year 20.....