

APPLICATION FOR ISSUE OF DUPLICATE MARK SHEET

Instructions:

- Duplicate mark sheet will be issued only in case of lost or destroyed irrevocably.
- 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. 1250/- per Mark – Sheet is to be paid through Cash / Demand Draft (DD) or Debit / Credit Card. 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. 1250/- to be made in favour of "Kalinga University" payable at Raipur.

In case of fee paid through Cash or Debit / Credit Card: Receipt No.

Date DD

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MM	YY
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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

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.....