

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI
Application form for Duplicate OD / Provisional / Marks Memo/Grade Sheet

To
THE CONTROLLER OF EXAMINATIONS
NATIONAL SANSKRIT UNIVERSITY
TIRUPATI

BY POST ☐
BY HAND ☐

Sir,

I request you to issue me the following certificates in duplicate please (✓) tick below:

☐ **Original Degree** ☐ **Provisional Certificate** ☐ **Marks Memo's /Grade Sheet's**

1. Name _____
(Sur name) (First Name)

2. Father's Name _____

3. Mother's Name _____

4. Address for Communication _____

5. E-mail ID - _____

6. Mobile No. _____ Admission No. _____ and /
or NAD No. _____

The required Duplicate Certificate particulars are given below :

Name of the Exam	Semester/Year No.	Subject/Branch	Exam Roll No.	Month & Year of Exam.

Date :

Signature of the Student

[P.T.O.]

Instructions :

Those who have received the Degree / Diploma / Certificates and those who have lost the Degree / Diploma / Certificates should apply for getting the Duplicate Degree / Diploma / Certificates along with Original copy of the Police Complaint (FIR) regarding loss of Certificate and Affidavit on the Non-Judicial Stamp paper worth of Rs.100/- duly signed by the Taluka Magistrate/Notary and copy of the Statement of marks / Degree Certificate.

- Fee for the Duplicate certificate: Rs. 250/- per certificate
- Demand draft of **Rs.** _____ drawn on any nationalized/scheduled bank in favour of the "REGISTRAR, NATIONAL SANSKRIT UNIVERSITY, TIRUPATI", payable at TIRUPATI OR the Challan receipt for the fee paid at University bank.
- For examinations held before the year 2002, the statement of marks will be sent by post only after 15 days.
- Due to administrative reasons, if the statement of marks is not ready, it will be sent by post in due course.
- Fees once paid will not be refunded.
- Incomplete and wrong details in the application will not be entertained, and no correspondence will be made in this regard.

For Office Use

Duplicate, Original Degree/Marks Sheet or Grade sheet / Provisional Certificate / Migration / Rank issued according to the request of the student. Lost Certificate No. _____ and retained with new Sl. No. _____.

Clerk

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