



UNIVERSITY OF GOUR BANGA

Application for (Duplicate/Detailed/Provisional/Correction) Marksheet/Admit Card/Certificate*

To
The Controller of Examinations,
University of Gour Banga
Malda

Dear Sir,

I would like to be issued a (Duplicate/Detailed/Provisional/Correction) Marksheet/Admit Card/Certificate* for the under mentioned examination. I am depositing herewith the requisite fee of Rs.....
in cash/ Demand Draft.....dated.....

My particulars are as follows:

1. (a) Name(Block letters).....
(b) Father's Name.....
(c) Mother's Name.....
2. Address (Block letters).....
3. Name of the College/Institution where from appeared at the examination.....
(In case of P.G. Students, the Department name needs to be mentioned)
- 4.(a) Name of the examination for which the document is applied for
(b) Year of Examination..... (c) Semester.....
(d) Roll and No. of the Examination.....
(e) In case of PNC, year of clearing mentioned semester/part.....
5. Gour Banga University Registration No. with year of registration.....
(attested photo copy must be enclosed)
6. Reasons for the application*** of Duplicate Admit Card or Marksheet or of Duplicate/ Provisional Certificate etc

Forwarded by

Office Seal

Yours faithfully,

Signature.....

Designation.....

Signature of the applicant (in full) with date

N.B Fee Structure:

1. Provisional Certificate	@Rs. 500/-	12. Duplicate Admit	@Rs. 500/-
2. Urgent Provisional Certificate	@Rs. 1500/-	13. Urgent Duplicate Admit	@Rs. 1000/-
3. Original Certificate	@Rs. 1000/-	14. Duplicate Certificate	@ Rs. 1000/-
4. Original Certificate (Special Provision)	@Rs. 1000/-	15. Urgent Duplicate Certificate	@Rs. 1500/-
5. Urgent Original Certificate (Special Provision)	@Rs. 3000/-	16. Marksheet Correction/Rectification	@Rs. 1000/-
6. Transcript Certificate	@Rs. 1000/-	17. Urgent Marksheet Correction/Rectification	@Rs. 1500/-
7. Urgent Transcript Certificate	@ Rs. 1500/-	18. Certificate Correction/Rectification	@ Rs. 1000/-
8. Course Work Completion Certificate	@Rs. 1500/-	19. Urgent Certificate Correction/Rectification	@Rs. 1500/-
9. Urgent Course work Completion Certificate	@ Rs. 3000/-	20. Admit Correction	@Rs. 500/-
10. Duplicate Marksheet	@Rs. 1000/-	21. Urgent Admit Correction	@Rs.1000/-
11. Urgent Duplicate Marksheet	@Rs. 1500/-	22. ABC ID Correction***	@ Rs.1000/-

*Strike out portions which are not applicable.

*** (a) In case of lost Marksheet/Admit Card/Certificate, a copy of the General Diary from the nearest Police Station regarding the loss of any or/all the above noted documents are to be attached with the application.

(b) In case of issuance of duplicate Marksheet/Admit Card/Certificate, self-attested photocopy of the concerned document(s) must have to be enclosed.

(c) In case of damaged documents such distorted documents are to be submitted along with the application.

(d) For obtaining a Provisional Certificate, a Photo copy of the Marksheet is to be enclosed.

(e) For obtaining Duplicate Admit Card two identical passport size photographs duly signed by the candidate be pasted therein for each examination separately and also duly endorsed by the Head of the Institution are to be enclosed with the Application form.

*** **In case of ABC ID Correction:** Admit Card, Marksheet & Certificate have to be corrected and extra charge shall be applicable separately for each document along with the ABC ID correction rate as per the rate mentioned in the Fees structure.

Warning

- (a) A Provisional Certificate is issued to a candidate if the same is required before the issue of the original one.
- (b) A Duplicate Certificate, Admit Card or Marksheet is issued to a candidate if such duplicate is required after the issue of the original one.
- (c) Provisional Certificate, Duplicate Certificate, Admit Card or Marksheet will be handed over to the candidate or his/her authorised person.
- (d) No application for Duplicate Marksheet or Duplicate Admit Card/Certificate or Provisional Certificate will be entertained unless forwarded by the Head of the Institution from which the candidate appeared at the examination concerned. Regular M.A. /M.Sc./M.Com. candidates shall submit such applications through the Head of the Post-Graduate Departments concerned.
- (e) Fee may be paid either in cash at the PNB counter, UGB Branch or by Demand Draft preferably drawn at PNB in favour of the University of Gour Banga, payable at Malda. The Cash Receipt or Demand Draft must be accompanied with the application.
- (f) In case of applications with incomplete particulars or wrong information, the document prayed for will not be issued.