



Application Form For Issue of Duplicate/Corrected Mark-Sheet

S.No.:

Date:

To,

The Registrar
RKDF University,
Bhopal

Office use only
Duplicate/Corrected Mark-Sheet
Mark sheet No.
Dispatch No.
Date.
Dealing Asstt.

Recent Passport Size
Photography Duly
attested by
Director/Principal
With seal

Sir,

I have been a Student of this
University studying as Regular/Ex-student in the
(College) and passed the examination in the Month and Year in
Division. I request you to kindly issue me a Duplicate/ Corrected Mark-Sheet.

The necessary fee Rs. has been deposited in Bank Draft/Challan
No. of Bank Date
1. Course Roll No. Enrollment No.

4. Please fill for Corrected Marksheet/Duplicate Marksheet Required:

Table with 6 columns: Candidate Name, Father's Name, Mother's Name, and their corrected names. Includes sub-columns for As Per Marksheet and Corrected Name.

5. Please fill only those Semesters for which Duplicate Marksheet/Corrected Marksheet Required:

Table with 9 columns: Sem, Month & Year of Exam, Marks Obtained /Out of, Sem, Month & Year of Exam, Marks Obtained /Out of, Sem, Month & Year Exam, Marks Obtained /Out of.

Enclosures for Duplicate Mark sheet/Corrected Mark Sheet:-

- (1) Demand Draft is payable in favour of RKDF University, Examination, Bhopal/Green Bank Challan (PNB)/online payment.
(2) Original copy of Police F.I.R. (only for Duplicate Mark Sheet)
(3) Original Affidavit on Rs. 10/- stamp paper. (For both)
(4) Attested photograph (by Director/Principal of Institute) should be affixed. (For both)
(5) Original Mark-Sheets in which Correction required. (only for Corrected Mark Sheet)
(6) Attested photo-copy of qualifying examination Marksheet (by Director/Principal of Institute) (only for name Correction)

Fees:-

Duplicate/Corrected Mark-Sheet Fees Rs. 200/per Mark-Sheet

Your's faith fully

Note:- Incomplete Application Forms will not be Entertained.

Date:...../...../20 .

Signature of Student
(with Name)

Postal Address: - To,

Name:
C/o:
Pin:
Phone/Mobile No. :

Payment Note:- The Fees could be paid by DD/Challan (Only Green Challan)/online payment. Demand draft should be drawn in favor of RKDF University, Examination Bhopal. Online Payment:-A/c Name RKDF University, Examination A/C No. 7548002100000247 IFSC Code PUNB0754800, PNB Gondermhow Branch Bhopal. All fees included postal charges.