



**To**  
**The Controller of Examinations,**  
**The University of Burdwan,**  
**Burdwan.**

Dear Sir,

I would like to be issued a Duplicate  
Detailed Marksheet/Admit Card/Diploma/Certificate\* for the undermentioned  
Provisional  
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 wherefrom appeared at the examination.....  
(In case of P. G. Students, the Department needs be mentioned)
4. (a) Name of the examination\*\* for which the document is applied for.....
- (b) Year of Examination.....
- (c) Roll and No. at the Examination.....
- (d) In case of PNC—year of clearing Part I.....Part II.....Part III.....
- (e) Professional Examination (Batch/Session of the candidate is to be mentioned).....
5. Burdwan University Registration No. with year of registration.....  
(attested Xerox copy must be enclosed)
6. Reasons for the application\*\*\* of Duplicate Admit Card or Marksheet or Duplicate/Provisional Diploma, Certificate  
etc.....

*Yours faithfully,*

Forwarded	Office Seal	Signature of the applicant (in full)
Signature.....		
Designation.....		

**N. B. Fee Structure :**

- |   |           |   |           |
|---|-----------|---|-----------|
| 1. Duplicate marksheet/Diploma                | Rs. 200/- | 3. Duplicate Admit Card                 | Rs. 200/- |
| 2. Detailed marksheet                         | Rs. 200/- | 4. Provisional Diploma/Certificate      | Rs. 150/- |
| (For Hons. up to 1977 & M. A./M. Sc./M. Com.) |           | 5. Duplicate Certificate for U. E./Int. | Rs. 200/- |

\* Strike out portions which are not applicable.

\*\* In case of U. E. please write whether U. E. Arts or Science and in case of M.A./M. Sc. please mention the subject.

- \*\*\* (a) In case of lost Marksheet/Admit Card/Diploma/Certificate, a copy of the General Diary from the Police Station regarding the loss of any or/all the above noted documents is to be attached to the application.
- (b) In case of damaged documents such distorted documents are to be submitted along with the application.
- (c) For obtaining a Provisional Diploma/Certificate, a Xerox copy of the marksheet is to be enclosed.
- (d) For obtaining Duplicate Admit Card in respect of U. G. Examinations 1985 and onwards and P. G. Examination 2006 and onwards two identical passport size photographs of the candidate per each examination signed by the candidate therein and also duly endorsed by the Head of the Institution are to be enclosed with the Application form.

P. T. O.

## RULES

- (a) A Provisional Certificate or Diploma is issued to a candidate if the same is required before the issue of the original one.
- (b) A Duplicate Certificate, Admit Card, Marksheet or Diploma is issued to a candidate if such duplicate is required after the issue of the original one.
- (c) Provisional Certificate/Diploma, Duplicate Certificate/Diploma, Admit Card or Marksheet will be sent to the address of the applicant as to be furnished by the candidate. By no means the same will be handed over to the candidate or his/her authorised person.
- (d) No application for Duplicate Marksheet or Duplicate Admit Card/Diploma/Certificate or Provisional Diploma/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) In case of M. A. / M. Com. non-collegiate candidates the application shall be forwarded by any of the following persons with the seal of his office, full name, address and designation clearly stated : (i) A Government Inspector of Schools, (ii) The Principal of a College affiliated to this University, (iii) Member of the Court or U. G. Council or Executive Council of this University, (iv) A Stipendiary Magistrate not below the rank of a Deputy Magistrate, (v) A Munsiff or a Judge, (vi) The Head of a Post-Graduate Teaching Department of this University, (vii) Any officer of this University. In case of the courses under DDE, the Application Form shall be forwarded by the Director/Asstt. Director of DDE (Directorate of Distance Education).
- (f) Fee may be paid either in cash at the University Cash Counter or by Demand Draft preferably drawn at SBI in favour of the Finance Officer, the University of Burdwan. The Cash Receipt or Demand Draft must be accompanied with the application.
- (g) In case of applications with incomplete particulars or wrong information, the document prayed for will not be issued.