

(APPLICATION FOR ISSUE OF DUPLICATE MARK-SHEET/DUPLICATE
CERTIFICATE/MIGRATION CERTIFICATE/PROVISIONAL CERTIFICATE)

To

**The Controller (Exam.),
RASHTRIYA SANSKRIT SANSTHAN,
(Deemed University),
56-57, Institutional Area, Janakpuri,
New Delhi-110058**

Sir,

Kindly issue me -----
My particulars are as under:-

1. Name (in block letter) : -----
2. Father's Name : -----
3. Address for despatch : -----

----- Pin-----
4. Date of Birth : -----
5. Class : -----Year -----
6. Roll No. : -----
7. Year : -----
8. Enrolment No. : -----
9. Name of Campus/
Institution where studied last : -----
10. Attested copy of mark-sheet
of last examination issued
by Sansthan : -----
11. Reason : -----

- (i) I solemnly affirm that I have not taken migration so far.
- (ii) I have lost the migration certificate. So please issue me duplicate copy of migration certificate. Police report and affidavit from the public Notary is concerned.

.....(2)

A sum of Rs. -----
through D.D. No. Cash Receipt No. -----
Dated ----- towards fees for (Name of the document) -----

is enclosed herewith.

Yours faithfully,

(Signature of the Candidate)

The following rates for different certificates/mark sheets has been enhanced w.e.f. 01.03.2017.

Sl. No.	Name of the mark sheet / Certificate	Revised fee	
		Upto 1 year old	More than five years
01	Migration Certificate	Rs.200/- +Rs.100/- urgent	Rs.500/-+Rs.100/-urgent
02	Duplicate copy Migratation Certificate	Rs.250/- + Rs.100/- urgent	Rs.300/-+Rs.100/-urgent
03	Duplicate copy of marksheet	Rs.200/- + Rs.100/- urgent	Rs.500/-+Rs.100 urgent
04	Duplicate copy of corrected certificate	Rs.250/- + Rs.100/- urgent	Rs.500/-+Rs.100/-urgent
05	Duplicate Admite Card	Rs.200/-	
06	Change of Exam. Centre	Rs.200/-	
07	Provisional certificate	Rs.200/- + Rs.100 urgent	

NOTE :

1. Copy of urgent mark-sheet will be issued upto next day from depositing the fees.
2. Police report and affidavit from the First Class Magistrate are required for issue of duplicate copy of original certificate.
3. Police report and affidavit from Public Notary are required to issue duplicate copy of Migration Certificate.
4. Money through M.O. or Cheque will not be accepted.
5. Bank draft should be in favour of Rashtriya Sanskrit Sansthan, New Delhi.
Please accept Rs..... (.....)

SECTION OFFICER (Exam.)