

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

To

**The Controller (Exam.),
Central Sanskrit 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.

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)

.....(2)

The following rates for different certificates/mark sheets has been enhanced w.e.f. 17.09.2019.

Sl. No.	Name of the Mark Sheet / Certificate	Revised fee w.e.f. 17.09.2019		
		Upto 5 year old	More than five years & upto 10 Year old	More than 10 Year old
01	Migration Certificate	Rs.300/- +Rs.200/- urgent	Rs.600/- +Rs.200/-urgent	Rs.1000/- +Rs.200/-urgent
02	Duplicate / Correction Migration Certificate	Rs.500/- + Rs.200/- urgent	Rs.750/- +Rs.200/- urgent	Rs.1000/- +Rs.200/-urgent
03	Duplicate / Correction of Mark Sheet	Rs.400/- + Rs.200/- urgent	Rs.750/-+ Rs.200 urgent	Rs.1000/- +Rs.200/-urgent
04	Duplicate / Correction Certificate	Rs.500/- + Rs.200/- urgent	Rs.1000/- +Rs.200/-urgent	Rs.1500/- +Rs.200/-urgent
05	Mark Sheet / Certificate Transcript	Rs. 500/- Per Document	Rs. 1000 Per Document	Rs. 1500 Per Document
06	Duplicate Admit Card	Rs.500/- through Director		
07	Change of Exam. Centre	Rs.1000/- through Director		
08	Provisional Certificate	Rs. 300/- + Rs. 200/- Urgent		
09	Re-Valuation (within one month of Result Declaration)	Rs. 750/- Per Paper		
10	Re-Counting (within one month of Result Declaration)	Rs. 500/- Per Paper		
11	Duplicate of Semester / Annual Answer Sheet	Rs. 1000/- Per Paper		
12	Attestation	Rs. 500/-		

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 ^{VC} Central Sanskrit University, New Delhi.
Please accept Rs..... (.....)

SECTION OFFICER (Exam.)