

## APPLICATION FOR ISSUE OF DUPLICATE MARK SHEET

### Instructions:

1. Duplicate mark sheet will be issued only in case of lost or destroyed irrevocably.
2. The application is to be filled by candidate in English CAPITAL Letters in blue/black ink.)

**1. Name of the student  
(in block letters)**  
*As per High School Certificate*


**2. Father's / Husband's  
Name**


**3. Mother's Name**


**4. Complete Address for  
correspondence**


City

State

Pin

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**5. Email**

Ph.

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**Reason for applying for duplicate mark – sheet?**

*Please tick the relevant option*

Lost

☐

Destroyed Irrevocably

☐

### DETAILS OF THE DUPLICATE MARK – SHEET TO BE ISSUED

Course

Semester / Year

Enrollment No.

Roll No.

*Please enclose a photocopy of lost / destroyed mark sheet, if available.*

### FEE DETAILS

**Rs. 1500/- per Mark – Sheet is to be paid through Cash / Demand Draft (DD).**

**In case of fee paid through DD give the following details:**

DD No.

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Date

DD	MM	YY
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Bank & Branch

*Demand Draft of Rs. 1500/- to be made in favour of "Kalinga University" payable at Raipur.*

**Please enclose the following documents:**

1. Self-attested photo copy of Class X mark sheet
2. Self-attested photo copy of Class XII mark sheet
3. Self-attested photo copy of Graduation mark sheet (if applicable)
4. Self-attested photo copy of Copy of lost / destroyed mark sheet, if available
5. Self-attested photo copy of Proof of identity i.e. Aadhaar Card
6. An Affidavit (Specimen enclosed) in original, on Non-Judicial Stamp Paper of the value as prescribed in the Domicile State of the applicant (in Chhattisgarh it is presently Rs. 50/-) duly notarized
7. Report the loss of the Mark sheet to the nearest police station and lodge a FIR and obtain a copy of the FIR from the police station

Date ...../...../.....

.....  
*Signature of the student*

**To be executed on Non – judicial Stamp Paper of Rs. 50/- and to be notarized**

**AFFIDAVIT FOR ISSUE OF DUPLICATE MARKSHEET**

I, .....

Father's Name .....

Mother's Name .....

Resident of .....

.....

Enrolment No .....

Course .....

Semester / Year .....

do hereby solemnly affirm as under:

1. That I have lost my mark sheet issued from Kalinga University, Raipur & request the University to issue duplicate mark card.
2. I undertake that if my lost mark sheet is found, I shall return the same to the University.
3. I undertake that in case someone misuses my lost mark card, I shall be solely responsible for the same.

**Deponent**

I above named deponent do hereby solemnly verify that the contents of my above affidavit are true & correct within my knowledge & belief and nothing has been concealed.

**Deponent**

**Verification**

Signed and verified at ..... on this ..... Day of Year 20.....