



Form No.:iii

NARULA INSTITUTE OF TECHNOLOGY
81, NILGUNJ ROAD, AGARPARA, KOLKATA – 700 109

Form of Application for collecting Duplicate Grade Card

To,
The Controller of Examination

Subject: Application for Issuing Duplicate Grade Card

Respected Sir/Madam,

I, _____ (Name of the Student), am a student of _____
department having University Roll No. _____ and Registration No.
_____.

I am writing this letter to you in order to request you for issuance of duplicate Grade Card for the
below mentioned semester as I have lost / Misplaced the same.

Semester: 1st 2nd 3rd 4th 5th 6th 7th 8th

Type: Regular Backlog

Yours Faithfully

Date:

Phone No.:

(Signature of the Student)

RULES AND CONDITIONS

1. For Duplicate Grade Card – Rs. 200/- (Rupees Two Hundred only) per copy to be paid.
2. Candidate should submit the fees at the Accounts Department and attached the copy of the money receipt of payment with the application.
3. Candidate should submit the Xerox copy of GD for Lost of Grade Card.

By Order

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Controller of Examination