

**APPLICATION FOR
DUPLICATE FINAL MARKSHEET/ CERTIFICATE**

To,
The Principal,
Government Polytechnic,
Pune - 411 016.

**Sub: To issue the Duplicate Term Mark sheet/ Final Mark sheet/
Certificate.**

Sir,

(To be filled by the Student)

I Undersigned Kindly request you to issue me the Duplicate mark sheet/
Certificate.

Name of the Student: _____

Address of Student : _____

_____ Phone No. _____

Passed Diploma Course:

Enrollment No.: _____ Year of Passing : _____

Total Marks Obtained (Final Year): _____ Out of _____

Documents required for Verification and Record:-

- 1. Attested Xerox copy of semester mark sheet (before & after) which you want duplicate mark sheet from Exam Section.**
- 2. For each Duplicate Term Marksheet Rs. 300 /-**
- 3. For Duplicate Final Mark Sheet Rs. 500/- or Diploma Certificate Rs. 500/- at Cashier Counter GPP.**
- 4. Police F.I.R report for missing certificate.**
- 5. Affidivate on Rs.100/- bond with Notary**

Yours Faithfully,

Signature:

Name

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