

**APPLICATION FOR
DUPLICATE MARKSHEET/ CERTIFICATE**

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

Sub: To issue the Duplicate 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 : _____

_____ Mobile 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. Rs. 150 /- receipt for each duplicate mark sheet & Rs. 200/- Diploma certificate at cashier counter GPP.**
- 3. Police F.I.R report for missing certificate.**
- 4. Affidavit on Rs.100/- bond with notary**

Yours Faithfully,

Signature:

Name