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| ***BITM/ES-05: Application Form for Duplicate Grade Cards*** |

Date:

1. Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Passing Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Grade card required for which semester (s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Examples:I,II.III,IV etc. semesters)
5. Payment Method : (SBI Collect/ Account Office/ Demand Draft)

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| Demand Draft/ Receipt/ Reference No:  Issuing Bank/Institute Name:  Date: |

1. To whom the duplicate grade cards should be sent to:

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| **Request-I:** For collecting personally, please fill in the details below. | | **Request-II:** For sending it to organization/employer etc., Please fill in the details below. |
| Full Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***N.B:*** *The applicant has to produce the original valid Identity Card for collecting the duplicate grade cards personally.* | | Complete Postal Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code/PIN No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Place: |  | | |
| Date: | ***Signature of Applicant*** | | |

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The filled in form duly signed by the applicant with the requisite fee and checklist documents will be submitted/sent to: **Examination Section**

**Birla Institute of Technology Mesra,**

**Ranchi-835215, Jharkhand, India**

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| Payment Information | ₹ 1000 for sending it within India or collecting personally. |
| ₹ 1000 for duplicate grade cards and additional ₹ 2000 for sending it to abroad. |

**Important Information’s:**

1. If grade card is damaged but still recognizable, annex the original grade card **else** provide the FIR copy, in case of substantiate loss or theft cases.
2. Annex a notary attested affidavit on non-judicial stamp paper of ₹ 20/-.
3. Annex the payment proof.
4. Annex the self-attested copy of identity proof.