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| **bitlogo****Examination Section** |  |  **Birla Institute of Technology, Mesra** Ranchi-835215, Jharkhand, India Email: coe@bitmesra.ac.in Phone: 0651-2275138 (Extn-4483) |

 |
| ***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.