



Birla Institute of Technology, Mesra

Ranchi-835215, Jharkhand, India

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Examination Section

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

Date: _____

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

Demand Draft/ Receipt/ Reference No: _____

Issuing Bank/Institute Name: _____

Date: _____

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

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: _____	Complete Postal Address: _____
Mobile: _____	_____
<i>N.B: The applicant has to produce the original valid Identity Card for collecting the duplicate grade cards personally.</i>	ZIP Code/PIN No: _____
	Email: _____
	Contact Number: _____

Place: _____

Date: _____

Signature of Applicant

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**

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.