**BIRLA INSTITUTE OF TECHNOLOGY FORM F**

**MESRA, RANCHI**

APPLICATION FOR OBTAINING TRANSCRIPT

**Fee Details**

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To,

The Controller of Examinations

BIT Mesra , Ranchi

Sir,

I would request you to issue me ……………… copies of transcript. I am attaching herewith the money receipt / demand draft (in favor of Birla Institute of Technology payable at Mesra, Ranchi)of Rs.500/- per pair of transcript and Xerox copy of provisional certificate.

I have passed my …………………………………………….examination in the …………………………………………………………

(month) (year)

Yours sincerely,

(Signature)

 **PARTICULARS**

NAME(BLOCKLETTERS):………………………………………………………………………………………………………………………….

ROLL NO.: …………………………………………..

BRANCH : …………………………………………..

ADDRESS

(For dispatch of Transcript) :

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