

REQUISITION LETTER - EXAMINATION BRANCH

Requisition for (Please tick the appropriate box):

- | | |
|--|--|
| ☐ Attestation of Marksheets | ☐ Temporary Hall ticket |
| ☐ Study and conduct certificate | ☐ Course completion certificate |
| ☐ Transfer certificate | ☐ Provisional certificate |
| ☐ Duplicate memorandum of marks | ☐ Consolidated marks memo |
| ☐ Transcripts | ☐ Others: _____ |

From:

To

The Principal

Sir,

I am _____ bearing roll number _____ studying / studied
B.Tech / M.Tech / MCA / MBA program in _____ course during the period
from _____ to _____. Kindly issue the above-mentioned certificate(s) for the following
reason:

Thanking you,

Yours faithfully,

Date: _____

Place: _____

Recommendations of HOD: Approved / Not approved

Signature of HOD

Recommendations of Principal: Approved / Not approved

Principal

For Office Use Only

Details verified: Yes / No

Date of issue: _____

Signature of Office I/C

Receiver signature with date: _____