



J. A. INTERNATIONAL SCHOOL, PIPRA

Application for issue of Duplicate Marksheet.

(Incomplete application form shall be rejected)

To

The Controller of Examinations (Through proper channel),
J. A. INTERNATIONAL SCHOOL, PIPRA

Subject :- To issue Duplicate marksheet of -----Examination
held on -----.

Sir.

I request you to please issue me the Duplicate marksheet of the examination details of which are submitted as under :-

1. Name of Student (Full) : -----
(English Capital Letters)
2. Name of Exam. ----- held on -----
3. Roll No. ----- Class: -----
4. Category : Regular student / Ex-student /Ex- external ,
5. Fee Rs.50/- is paid in cash vide Receipt No. ----- Date -----or
D.D.No. ----- Date ----- of -----
Bank.

Your faithfully

Date :-----

(-----)

Signature of Student

Address :

PIN

8. Reason for demanding duplicate marksheet -----

Notes :

- 1) D.D.shall be in favour of J. A. INTERNATIONAL SCHOOL, PIPRA, E. CHAMPARAN, BIHAR , if the Candidate is sending this application by post.
- 2) If wrong information is given, duplicate marksheet shall not be issued, and no correspondence shall be made.
- 3) Duplicate marksheet shall be handed over after 7 working days after 2 pm., from the date of receiving of application.