(University established by Government of Gujarat)



APPLICATION FORM FOR OBTAINING THE DUPLICATE MARKSHEET/GRADE CARD

Enrollment No.:								Details of payment made(Cash/DD)										
Program:								D	Demand Draft No.:									
Name of Institute:							D	D. D. Date:										
								Bank Name:										
									Amount Paid Rs.:									
1.	Name of the																	
	Student (As per the last Marksheet										-							
	or Grade Card)											_	_					
2.	Address for Communication:																	
	communication.																	
	-									F	PIN C	ODE						
	Phone: (R)	(M)						E-ma	E-mail:									
3.	Gender:	Male /Female																
4.	-						Semester/Year											
	(Mention the semester for which Duplicate Marksheet requested & total No.)					Total	Marl	sheet	:									
5.	Reason for seeking the Duplicate																	
6	Marksheet /Grade Card:																	
6.	Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I also understand that if the information provided by me in the form is incorrect,																	
	incomplete or false, my application will be rejected upon detection at any stage.																	
Place: Date: Signature of the Candidate																		
FOR OFFICE USE ONLY																		
a.	Application Inward Date:				Inward No.:				Inward by:									
							R	ecommendation of Controller of										
b.	Application Verified by:				c.			aminations:										
	Duplicate Marksheet issued on																	
d.						Re	Receiver's Name & Signature											

INDIAN INSTITUTE OF TEACHER EDUCATION

(University established by Government of Gujarat)



INSTRUCTIONS

1. Application should be made by the candidate in the prescribed format and should be submitted at

The Registrar, Indian Institute of Teacher Education KH- Road, Sector-15, Gandhinagar-382016, INDIA

2. The following documents should be enclosed along with the **application form.**

(a) An affidavit duly signed by a First Class Magistrate detailing the circumstances under which the original certificate was lost/destroyed. (As per the format attached herewith)(b) Photocopy of the marksheet for which duplicate certificate is required (if available)

- 3. The fee for the issue of Duplicate Mark sheet/Grade Card is Rs. 200/- per Marksheet/Grade Card
- 4. The fee should be paid in the form of Cash or Demand Draft in favour of the **"Registrar, IITE** payable at Gandhinagar". (The Cheque of any type shall not be accepted)
- 5. Fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.

FORMAT OF AFFIDAVIT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 50/- BEFORE A FIRST CLASS MEGISTRATE FOR ISSUE OF DUPLICATE CERTIFICATE

I undersigned,	
	Name:
	Father/Husband Name:
	Surname:
	Age:
	Address:

I had appeared in the examination ofin April-May / November-December.....in April-May / November-December...... I hadreceived the Marksheet/Grade Card from Indian Institute of Teacher Education, Gandhinagar for aforesaid examination, which is lost/stolen/torned.I could not found my original Marksheet/Grade card in spite of my sincere efforts.

Herewith I assure that I will not misuse the duplicate Marksheet/Grade Card issued to me in any circumstances.

I also declare that if my lost Marksheet/Grade card will be found in future, I will return the duplicate Marksheet/Grade card issued to me.

I also submit my undertaking that if my original Marksheet/Grade Card which has been lost will be misused by any one, I shall stand responsible for the damages occur from the unfair use of Marksheet/Grade Card.

Signature of the Candidate

Signature of Deponent Address: Office seal :