

Performa-II: To issue Duplicate Grade Transcript

Dispatch No:.....
(filled by department)

Application No:.....
(filled by exam cell)



**DOON UNIVERSITY, DEHRADUN
(A STATE Govt. UNIVERSITY)**

To,
The Assistant Coordinator of Examination,
Doon University, Dehradun

Subject in brief: **To issue duplicate grade transcript**

Sir, my details are as follows:

1. Name of the Student (in capital letters):..... Father's Name:.....
2. Student ID:..... Student Roll No: Mob. No.....
3. Programme:..... Batch:..... Semester:..... UG/PG:.....
4. Name of the School:..... Name of the Department:.....
5. Request for: My original grade transcript(s) of the semester(s)..... which was received by me from my department is now misplaced/ stolen.

Please consider my request as mentioned in point (5) along with enclosures listed below, I will be thankful to you.

Date:

.....
Signature of the Student

Enclosures:

1. Original FIR Copy
2. News-paper copy with date in which advertisement is published.
3. Fee Receipt(@Rs 100 per transcript)

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Signature of the Head of the Department
with comments(if any) along with seal

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Signature with comments(if any) of Assistant
Coordinator of Examination

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Comments(if any) of Technical Assistant Examination

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Signature of Assistant Coordinator of Examination
with comments(if any) along with seal