Performa-II: To issue Duplicate Grade Transcript

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

DOON UNIVERSITY, DEHRADUN
(A STATE Govt. UNIVERSITY)

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

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: .........................

**Enclosures:**

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

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

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

Comments(if any) of Technical Assistant Examination

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