

**EXAMINATION BRANCH – APPLICATION FOR DUPLICATE GRADE MEMO**

Name of the Student :

Name of the Course : (B.Tech / M.Tech / MBA)

Branch :

HT Number:

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Required Memorandum of Grade for the following:

S.No	Certificate Name (Enter each Memo Year & Semester)	Month & Year of Passing	Amount
Total Amount Paid Rs.			

Signature of the Student

PRINCIPAL

Date:

Enclosures:

1. Xerox Copy of X Class
2. Police Complaint Letter if apply for more than two copies