

APPLICATION FOR DUPLICATE GRADE SHEET

To

**The Controller of Examination
OP Jindal University,
Raigarh**

Subject: Application for Duplicate Grade Sheet.

Respected Sir,

With due respect, I beg to state that I, a bonafide student of OPJU,
Raigarh branch semester, session, I have lost my Grade
Sheet of Semester.

I therefore request you to kindly issue me duplicate Grade Sheet of semester as early
as possible (Fee Receipt enclosed).

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Signature of the Candidate

Name :

Roll No.:.....

Enroll No.:.....

Branch :

Contact No.:.....

Date :.....

Enclouser :

1. Affidavit on Rs.10/- Non Judicial stamp paper
2. Receipt of paid charges for issue of duplicate Grade sheet.
3. Xerox of Grade Sheet (If Available)