



MANIPUR COUNCIL OPEN AND DISTANCE LEARNING

KALIKA IRILBUNG IMPHAL EAST MANIPUR -795008 (INDIA)

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APPLICATION FORM FOR ISSUING DUPLICATE MARK SHEET / CERTIFICATE

From

.....(Full Name)

.....(Address Line 1)

.....(Address Line 2)

.....(Tel.No).....(Mobile No)

To

The Controller of Examination

Manipur Council Open and Distance Learning

Kalika Irilbung Imphal East Manipur-795008 (India)

Sir, Sub: Requisition for Issue of Duplicate Certificate / Mark Sheet -Reg

I have passed the Manipur Council Open and Distance Learning Examination in.....(Academic / Calendar).....(Year). The original mark sheet / certificate is lost / mutilated. I kindly request you to issue the Duplicate Mark Sheet / Certificate.

Sl.No	Name of the Candidate	Roll No	Enrolment No	Name of the Course
1.				

As required, I have enclosed herewith affidavit, duly notarized to enable you to consider my request for issue of Duplicate Mark Sheet / Certificate. I have also enclosed a Demand Draft with the following details. (Demand Draft in favour of Manipur Council Open and Distance Learning, Payable at Imphal with the fees of Rs.500/- per student)

SL.No	Name of the Bank	Demand Draft No	Dated	Amount
1.				

Place:

Yours Faithfully,

Date:

(Signature of Student)

[TO BE EXECUTED IN Rs.20/- STAMP PAPER]

AFFIDAVIT

I _____ (name of the candidate as per Mark Sheet) Son
/Daughter of _____ aged _____ resident of _____

do hereby solemnly state on oath as under:

1. whereas I was a bonafide candidate and appeared for MANIPUR COUNCIL OPEN AND DISTANCE LEARNING Examination and successfully completed the same by attending the Open Schooling / Certificate / Diploma in _____ conducted by _____ (Name of the Examination Centre)
2. whereas, I have lost / misplaced my mark sheet / certificate and the same could not be found or traceable with all my efforts.
3. whereas in the event of the said mark sheet / certificate is found, I undertake to return it to MANIPUR COUNCIL OPEN AND DISTANCE LEARNING
4. whereas I have not given and / or handed over the original mark sheet / certificate to any person / entity for any purpose and that I will not misuse the duplicate mark sheet / certificate issued to me.
5. whereas the above contents are true and correct to the best of my knowledge and belief and no part of it is false.

Signature & Seal Of Notary Public
Date:

Deponent (Student)