TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)
Accredited by NAAC with 'A' Grade. Accredited by NBA
Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097
Mob: 8498085218. Email: info@tkrec.ac.in, www.tkrec.ac.in

College Code: R9

APPLICATION FORM FOR ISSUE OF DUPLICATE MARKS MEMO / CONSOLIDATED GRADE MEMORANDUM (CGM)

(Duplicate Certificate(s) will be issued only when it is lost or destroyed irrevocably.)

STUDENT DETAILS:			
Name			
Hall Ticket Number		Branch	
Programme	B.Tech / M.Tech / MBA	Class / Section	
Mobile Number		Email id	
Address for Correspondence:			

DETAILS OF DUPLICATE CERTIFICATE(S) REQUIRED:

S.No	Semester	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year
01	I						
02	II						
03	III						
04	IV						
05	V						
06	VI						
07	VII						
08	VIII						

Circumstances under which the certificate was lost:	
Affidavit with Notary – Enclosed *(indicating the loss of certificate)*	Yes / No
Non-Traceable Certificate – Enclosed	Yes / No
Copy of the Marks Memo for which the duplicate is required – Enclosed (if available)	Yes / No
Total Amount to be paid towards the cost of Duplicate Marks Memo = _____ x Rs. 305/- *(Number of Marks Memos)*	
Amount in Words	

AMOUNT TO BE PAID ONLINE TO THE FOLLOWING ACCOUNT:

Account Details:	Pay with QR Code (Mention HT Number in Comments)
A/C No: 1481135000007916 **TKR EDUCATIONAL SOCIETY** **Bank: KARUR VYSYA BANK,** **IFSC: KVBL0001481,** **Branch: Meerpet, Hyderabad.**	

Transaction ID:_____ Date:_____.

Yours obediently,

Signature of the candidate

Note: *Payment made to other accounts will not be considered. Amount paid will not be refunded under any circumstances.*
The Duplicate Certificate(s) will be processed and issued on or before 10 working days from the date of receipt of the application form. Non-Traceable Certificate should include CSR No, Date of Lost, Police Station.

----------**Office Purpose**----------

Date of Receipt_____ Any Remarks_____

Signature of the Receiving Officer

Date of Processing_____

Processed By_____

Signature of ACE/CoE

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