



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING

(Deemed to be University)

APPLICATION FOR OBTAINING DUPLICATE GRADE CARD

(Those who have lost the Original Grade Card irrecoverably alone can apply)

1.	Name of the Candidate (Name as found in the Original Grade Card)	:	
2.	Postal address for Correspondence (with Pin Code)	:	
3.	Mobile and Landline Number	:	
4.	Active Email ID	:	
5.	Regd. No.	:	
6.	Programme of Study and Group, if any	:	
7.	Name of the Campus of Study	:	
8.	Period of Study	:	
9.	Duplicate Grade Card wanted for which semester(s)	:	I / II / III / IV / V / VI / VII / VIII
10.	Details of the payment of fee	:	DD / IPO No.: Date:
11.	State clearly the reason for the loss of the Original Grade Card (This must be supported by an affidavit. Please see Note)	:	
12.	Whether the copy of the police complaint lodged is enclosed.	:	
13.	Whether photocopy of the Original Grade Card is enclosed.	:	

Date :

Signature of the Candidate

(P.T.O)

NOTE:

1. The application should have the following enclosures: -
 - a) Affidavit
 - b) A certificate from police station evidencing filing of police complaint for loss of documents.
 - c) DD of Required amount
 - d) Photo copies of the original Grade Cards, if any.
2. Applicants must enclose an affidavit, sworn before a **NOTARY Public / Class 1 Judicial Magistrate, executed on Rs.20/- Nonjudicial stamp paper**, as specified hereunder: “Whereas the Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam has accorded me the Original Grade Card bearing the Regd. No..... Semester No..... of the Course that has been lost whilst in my possession, having been so lost, an application to the Institute for the grant of a duplicate having been made, subject to the condition, that if, the Original Grade Card is recovered by me, I shall surrender it to the Institute”. **(see item No. 11)**
3. An ‘A/c payee only’ Demand Draft / IPO for Rs.25/- drawn in favour of **Controller of Examinations, Sri Sathya Sai Institute of Higher Learning, Prasanthi Nilayam** is to be enclosed as a fee for obtaining **each** Duplicate Grade Card.
4. Applications, complete in all respects (incomplete applications will not be entertained by the Institute) must be sent to the **CONTROLLER OF EXAMINATIONS** of the Institute.
5. Applicants must furnish a clear and complete postal address on a clothlined envelope (size 16 x 12 inches) with postal stamps (for Rs.48/-) affixed thereon, to ensure safe delivery of the document by the postal department, by Insured Parcel with Acknowledgement Due. The address furnished must bear the pin code number of the place and the state to which the place belongs.
6. Only those who have lost the Original Grade Card irrecoverably can apply for the Duplicate Grade Card.
