



(Rs. 50.00 has to be paid along with fees)

BHATTER COLLEGE, DANTAN (AUTONOMOUS)

DANTAN-721426

**APPLICATION FORM FOR PROVISIONAL AND/OR DUPLICATE REGISTRATION CERTIFICATE/ MARK SHEET/
MIGRATION CERTIFICATE**

(Undergraduate & Postgraduate)

To
The Controller of Examinations
Bhatker College, Dantan (Autonomous)
Dantan, Paschim Medinipur

Sir,

I have to request you to be so good as to issue a Duplicate and/or Provisional
..... in my favour for the UG/PG Semester.....Examination,(Year). I appeared in the
Semester..... Examination and was registered under Registration Nofor the Session

The details are as follows:

Semester-I	Roll.....No.....20.....
Semester-II	Roll.....No.....20.....
Semester-III	Roll.....No.....20.....
Semester-IV	Roll.....No.....20.....
Semester-V	Roll.....No.....20.....
Semester-VI	Roll.....No.....20.....
Semester-VII	Roll.....No.....20.....
Semester-VIII	Roll.....No.....20.....

The prescribed fee of Rs..... (In word:.....only) is submitted herewith through
Online Payment Mode with **Transaction No**.....**dated**.....at college office.

Date: _____ Yours faithfully,

Signature of the Applicant

Contact Number:.....E-mail Id:.....

FULL NAME (block letters).....

Address:

FOR DEPARTMENT USE

The above statement is believed to be true and is hereby forwarded to the Controller of Examinations for necessary action.

Date:

[Seal]

Signature of the Head of the Department

FOR OFFICE USE

UG/PG Semester:.....B.A/B.Sc./B.Com. Subject:

Verification notes:

Remarks: Eligible / Not Eligible

Date:

Library Clearance

Office Verification

Controller of Examinations

**RULES AND CONDITIONS THE ISSUE OF PROVISIONAL AND/OR DUPLICATE REGISTRATION
CERTIFICATE/MARK SHEET/MIGRATION CERTIFICATE**
(Undergraduate & Postgraduate)

- (A) A **Provisional** Registration Certificate/Mark Sheet/Migration Certificate is issued to a candidate if the Certificate is required before the issue of the original ones.
- (B) **Duplicate** Registration Certificate/Mark Sheet/Migration Certificate is issued to candidates if such copies are required by then after the issue of original ones.
- (C) **Special** Certificate may be issued under special circumstances before and after the issue of original ones.

1. Applications for the issue of any of the items in the above A. B. C. are to be properly countersigned and sent to the Controller of Examinations along with the required fee.
2. No such application will be entertained unless forwarded by the Head of the Department from which the candidate was sent for being enrolled for the examination concerned.
3. Under no circumstances it is delivered or sent to the candidate.

4. Rate of Fees:	Rs.
• Migration Certificate -	400/-
In Emergency basis-	900/-
Within Seven days-	700/-
Within Fifteen days-	500/-
Duplicate Migration Certificate -	900/-
• Provisional and/or Duplicate Registration Certificate/Mark Sheet-	700/-
• Urgent- Double the usual rate of fees are charged for issue of Provisional And/or Duplicate Registration Certificate/Mark Sheet/Migration Certificate before the stipulated period. In such case prior permission is required from the Principal before depositing Fees.	

The rules above are required to be fully and correctly complied with in all cases of issue of such documents.

Documents to be submitted:

- 1) Copy of Admit Card/Admission Slip for Provisional Registration Certificate/Mark Sheet.
- 2) Copy of General Diary incase of Duplicate items.
- 3) Others (Admission Slip/Registration Certificate/Admit Card/Mark Sheet etc.)

ADMINISTRATIVE BUILDING
Bhatter College, Dantan (Autonomous)

N.B.- Such documents are generally available from the office of controller of examinations after 20 working days and in urgent charges after 07 working days from the date of receipt of the fee and applications form.