APPLICATION FOR DUPLICATE MARKSHEET
ISSUED BY THE COLLEGE

From   : _____

e-mail address : _____

(current students should give **college** e-mail address)

Phone No.   : _____

To   : The Principal,
          Parvatibai Chowgule College, Margao-Goa.

Date   : _____

Sub : Issue of Duplicate marksheet

Sir,

     Kindly issue me duplicate marksheet of F.Y./S.Y. B.A./B.Sc., as the original is /are lost/ misplaced and is/are not traceable.   Details are given below :

Name of student (as per marksheet)	Class	Roll No. & Exam Seat No.	Month/Year of passing
	FYBA/B.Sc.		
	SYBA/B.Sc.		

    Please find enclosed affidavit, duly notarized.

                                Yours faithfully,

                                (Signature of student)

Encl: Affidavit. _____

Instructions: 1)   Students applying for duplicate marksheet have to submit affidavit on Rs.20/- stamp paper,   duly notarized by Notary. Following are names of some Notary through whom the affidavit can be notarized :

a) Adv.A.V.Prabhudesai, Near ABC Club, Abade Faria Road, Margao-Goa. Phone No.2736334. Fee charged by him -
   Rs.50/- - Notary fee
   Rs.120/- (includes notary fee, stamp paper, typing)

b) Adv.Mohan Redkar, Behind Collectorate, Margao-Goa
   Phone No.2732421. Fee charged -   Rs.150/- (including Notary fee, stamp paper and typing)

The text of the affidavit is given on the next page. Stamp paper can be obtained from the following government authorized stamp vendors :

a) Chandra Stores, Near SVR Corner,
   Opp.Margao Municipality, Margao-Goa.

b) Milagres S.Coutinho, Damodar Bldg.,
   Phase II, 105, 1st Floor, Nr.Police Station,
   Margao-Goa. Tel.No.2713280

2) An amount of Rs.50/- per marksheet, is to be paid in the college office. The date and time for paying this amount will be notified to you by the College Accounts Department through e-mail.

3) Please submit your application in a sealed envelope at the college counter.

4) You will be informed by e-mail when you should come to the college office to collect the marksheet from the office counter.