

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for Additional Grade Sheets / Transcripts with Official Seal.
(ii) Grade sheets / Additional Grade Sheets / Transcripts are issued year - wise.
(iii) Fees of Rs.100/- per year per each grade sheet. Accordingly a Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.
(iv) Purpose of Additional Grade Sheet / Transcript has be enclosed with the application form.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Discipline :
- E. No. of Additional Grade Sheet / Transcripts required :
- 1st Year 2nd Year 3rd Year 4th Year 5th Year

F. Demant Draft Details

- (a) Amount : (in words.....).
- (b) DD. No. : (c) DD. Date :
- (d) Bank :

Date :

Signature of the Student

Forwarded to the University
Letter No..... date :

Principal / Director

For University office Use only

Examination Section : Issue/ Do not Issue

Director, Examinations