

# 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](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://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<br>(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              |                 |              |              |              |              |              |
| <b>Total Amount to be paid towards the cost of Duplicate Marks Memo = _____ x Rs. 305/-</b><br>(Number of Marks Memos) |                       |                 |              |              |              |              |              |
| <b>Amount in Words</b>   |                       |                 |              |              |              |              |              |

### AMOUNT TO BE PAID ONLINE TO THE FOLLOWING ACCOUNT:

|   |  |
|---|--|
| Account Details:<br><b>A/C No: 148113500007916</b><br>Bank: KARUR VYSYA BANK,<br>IFSC: KVBL0001481,<br>Branch: Meerpet. | Pay with QR Code<br>(Mention HT Number in Comments)<br> |
|---|--|

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