

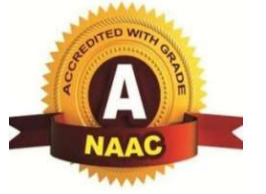
TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(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, 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
(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

Total Amount to be paid towards the cost of Duplicate Marks Memo = _____ x Rs. 305/-
(Number of Marks Memos)

Amount in Words

AMOUNT TO BE PAID ONLINE TO THE FOLLOWING ACCOUNT:

Account Details: A/C No: 386601001316 TEEGALA KRISHNA REDDY ENGINEERING COLLEGE Bank: ICICI BANK, IFSC: ICIC0003866, Branch: Hasthinapuram.	Pay with QR Code (Mention HT Number in Comments) 
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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

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