


Office of the Controller of Examinations
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT(S)

Name of the Programme	B.TECH. / M.TECH. / MBA	
Branch		
Specialization (for PG programs only)		
Hall Ticket Number		
Name of the Candidate (as in SSC, in capital letters)		
Father's Name (as in SSC, in capital letters)		
Mother's Name (as in SSC, in capital letters)		
Candidate's Mobile Number		email ID:
Parent's Mobile Number		
Candidate's Aadhaar Card Number		
Full Address of candidate with PIN Code (copy of address proof like Aadhaar Card / PAN Card with photo ID is to be enclosed)		

Details of Transcripts Required
i) Set of Grade Sheets:

Sl. No.	Semester	Month & Year (Regular)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)
1	I					
2	II					
3	III					
4	IV					
5	V					
6	VI					
7	VII					
8	VIII					

Total No. of Grade Sheets in a set (a) : _____

No. of sets required (b) : _____

ii) Transcript of Consolidated Grade Sheet : No. of copies required (c) : _____

iii) Transcript of Provisional Certificate : No. of copies required (d) : _____

Total No. of Transcripts = [(a×b) + c + d] : _____

WES Reference Number : _____ (Attach proof referring WES reference)

Amount to be paid for issue of Transcripts :

Category	Time taken for issue of transcript	Amount to be paid for each Transcript
General	7 working days (duration)	₹ 100/-
Tatkal	2 working days (duration)	₹ 500/-

 Total amount paid towards issue of Transcripts = **Total No. of Transcripts** _____ × Rs _____ = Rs. _____

Payment receipt / Transaction No. _____, dt. _____ (attach photocopy).

Place :

Date :

Signature of Applicant

(PTO)

INSTRUCTIONS

The candidates who require their transcripts have to submit duly filled-in prescribed application form in the Examination Branch along with the necessary documents and prescribed fee.

1. The particulars of the candidate given in the form should correspond with those appearing in the certificate issued to him/her from time to time. The application form must be signed by candidate and in no case by someone else on his/her behalf.
2. Photocopies of all the grade sheets of the examinations taken by the candidate along with corresponding original certificates should be enclosed with the application form.
3. The required transcripts will be issued as per the time frame relevant to the category of application (General / Tatkal).
4. The transcripts will be issued in person to the candidate or to his/her nominee, authorized in writing (in case of authorisation, submit identity proof of recipient) at **Examination Branch, KITSW** during working hours.

Received Original Certificates & Transcripts

Signature of the recipient
Recipient full Name with date
and Residential Address, Mobile No.

FOR OFFICE USE

_____ passed the _____ examination held in _____
(Name of the Candidate) (B.Tech./M.Tech./MBA) (Month & Year of Passing)

20____ with Hall Ticket Number _____.

This application is in order and particulars mentioned by the candidate have been verified from the record and found correct. Payment has been verified. The candidate may be issued transcript(s).

Details entered on page _____ at Sl.No. _____ of the transcripts issue register.

Jr. Asst. / Sr. Asst.

Superintendent

In-Charge Examinations / Additional Controller of Examinations

Approved / Not approved

Date :

Controller of Examinations