



Manav Rachna Educational Institutions
Surajkund Badkal Road, Faridabad- Haryana

STUDENT FACILITATION CENTRE
Application for Duplicate Statement of Marks

To,
The Controller of the Examinations,
Manav Rachna Educational Institutions
Faridabad- Haryana

Sir / Ma'am,

I request you to issue me the following duplicate statement of marks. My particulars are asunder.

1. Name of the Candidate - _____
2. Address - _____

3. University Roll number - _____
4. Course - _____
5. University & Department - _____
6. E-mail I/D - _____
7. Telephone No.- _____ Mobile No.- _____

**Details of Duplicate Statement of
Marks**

Name of the Exam					
Part/Sem. No.					

Subject/Branch					
Seat No. of Exam.					
Month of Exam.					
Year of Exam.					
PRN					
Name of the college					

Date-

Signature of the Student

Instructions -

1. If you are demanding the duplicate statement of marks by post you have to send application form with demand draft for appropriate fee including postal charges. DD should be drawn from any nationalized bank or scheduled bank.
2. Attach self addressed envelope without stamp to the application.
3. Before the year of 2002, statement of marks will be sent by post only after the 15th days.
4. Any administrative reason the statement of marks is not prepared ready it will be sent by post in due course.
5. Fees once paid will not be refunded.
6. Incomplete and wrong details in application will not be entertained and no correspondence will be made.