



NORTH ORISSA UNIVERSITY
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA -757003

NOTIFICATION

NOU 6551 /EC/507/2014

Date : 31/12/14

In pursuance of the Syndicate meeting held on 28.11.2014, the new fee structure for issue of duplicate certificate/mark sheets/grade sheets has been fixed with effect from 01.01.2015 on wards till further order.

Sl No	Type of certificate	Rate of fees per copy	Remarks
1	Duplicate Mark Sheet/Grade Sheet	Rs. 350/- (Including postage)	
2	Duplicate Provisional Certificate	Rs. 350/- (Including postage)	
3	Duplicate Registration Receipt	Rs. 100/- (By Hand) Rs. 150/- (By post)	

Further, all the applicants will submit the requisite fees along with the prescribed application form enclosed with this notification.

By order of Vice-Chancellor

B Nayak
31/12/14
Controller of Examinations
North Orissa University

Memo No 6552 (83) /NOU

DM
Date : 31/12/14

Copy forwarded to the Chairman, PG Council/ Director, SFC/ Principals of all affiliated colleges under North Orissa University for information and necessary action.

B Nayak
31/12/14
Controller of Examinations
North Orissa University

Memo No 6553 (10) /NOU

DM
Date : 31/12/14

Copy forwarded to Notice Board/P.S. to Vice-Chancellor/ Steno to Registrar/Steno to COF/ All Section for information and necessary action.

Copy along-with the copy of the application forms are forwarded to the Prof. in charge of University web site with request to publish the same in the University web site and keep it permanently for wide circulation.

B Nayak
31/12/14
Controller of Examinations
North Orissa University

DM

NORTH ORISSA UNIVERSITY

S.C.VIHAR, TAKATPUR,
BARIPADA, 757003

FORM FOR APPLICATION FOR ISSUE OF DUPLICATE REGISTRATION RECEIPT

1. Name of the Student :
(in block letters)

2. i) Father's Name :

ii) Mother's Name :

3. Date of Birth :

4. Name of the College :
(through which registered)

5. Year of Registration :
(Academic Session)

6. Duplicate Registration Receipt in respect of registration of student will be issued on submission of court affidavit in the event of loss/damage of original one.

7. A sum of Rs.100/- (Rupees One Hundred) only has been deposited / remitted vide Cash receipt/Challan No..... dated..... enclosed herewith.

8. Any student who wants to obtain the D.R.R. by post may remit a sum of Rs.150/- (Rupees One Hundred fifty) only in shape of Bank Draft/Bank Challan.

9. The Bank Draft must be in favour of Comptroller of Finance, North Orissa University, Baripada form any nationalized bank payable at Baripada.

Date.....

Full Signature of the applicant

Memo No.....

Address

Date:-

The above candidate has signed his/her application form in my presence. Her Regd. No is _____ and the duplicate registration receipt may be issued to the candidate.

PRINCIPAL/HOD WITH SEAL

NORTH ORISSA UNIVERSITY

S.C. VIHAR, TAKATPUR, BARIPADA, ODISHA 751003

Form of Application for issue of Duplicate Grade Sheet/ Mark Sheets / Provisional Certificate

To
The Registrar/Controller of Examinations
North Orissa University, Takatpur, Baripada.

Sir,

I furnish below particulars about myself and request that my _____
_____ may kindly be given to me I have paid a fee
of Rs. _____ (Rupees) only
in the shape of Bank Draft/vide University, Cash/Challan Receipt No. _____ Dated _____
in favour of Comptroller of Finance, North Orissa University, Baripada, Odisha.

1. Name of the Candidate _____
(In block capital letters)
2. Name of the Examination passed
Year and Month in which held _____
3. College/Dept. from which appeared or whether
appeared as a Private Candidate (Private Candidate
should attach the Admit Card) _____
4. Roll No. in the Examination _____ 5. Registration No. _____
6. Details of subject/Special paper/Method offered
in the Examination passed.
(Xerox copy of TR wanted) _____
7. Division/ Class/ Ordinary Pass/Honours
and/ or Distinction if any obtained _____

Date:

Signature of the candidate

Address

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Memo No.....

Date.....

This candidate has passed the Examination from this
College/Dept. Vide notification No..... Dt..... of the University. He/
She has signed this application in my presence. The Duplicate Grade Sheet/Mark Sheet/ Provisional
Certificate may be issued to him/her.

PRINCIPAL/H.O.D.

(Seal)

(In case of a Private Candidate, this should be endorsed by the Centre Superintendent /M.L.A. /
M.P with their official seal, Duplicate Grade Sheet/Mark Sheets /Certificate will not be issued without
this endorsement.

FOR USE IN THE UNIVERSITY OFFICE

Date of issue..... No.....

Issue the Duplicate Grade
Sheets/M S/ Pro. Certificate

ISSUING ASSISTANT

REGISTRAR/COE NORTH ORISSA UNIVERSITY

