APPLICATION FOR DUPLICATE MARKSHEET/CERTIFICATE/TRANSCRIPT

The Director (EEA)
The Institution of Engineers (India)
8 Gokhale Road
Kolkata 700 020

For Office use

Dear Sir,

I require the following as ticked (✓) in appropriate box :

	Item (Per Copy)	Inland (Nepal and India) Rs.	Foreign (including Postage by Air Mail) US$	Documents Enclosed
☐	Duplicate Marksheet (Current)	50	5	Copy of FIR/GD (for pass marksheets only)
☐	Duplicate Marksheet (previous session)	125	10	Copy of FIR/GD (for pass marksheets only)
☐	Duplicate Marksheet (over 20 years old)	1025	100	Copy of FIR/GD
☐	Duplicate Combined Certificate	525	50	Copy of FIR/GD
☐	Duplicate Combined Certificate (over 20 years old)	1025	100	Copy of FIR/GD
☐	No Objection Certificate	125	10	
☐	Appearance Certificate	225	20	
☐	Transcript for Sections A and B *	525	50	
☐	Transcript for Sections A and B (over 20 years old)*	1025	100	

My particulars are given below :

NAME (in capital letters)

ADDRESS (in capital letters)

																										PIN								

MEMBERSHIP GRADE AND NO.

								–	

Passed Section A in Summer/Winter _____ with Roll No _____

OR

Exempted from Section A having passed _____Examination from _____ in the year _____ (copy of the documents enclosed)

Passed Section B in Summer/Winter _____ with Roll No _____ and Membership No _____ in _____ Branch

A Demand Draft No. _____ dated _____ for Rs/US$ _____ is enclosed along with the above documents.

_____
Full Signature of Candidate with Date

Note : 1. All payments must be made by Demand Draft drawn in favour of 'The Institution of Engineers (India),' payable at Kolkata. Candidate's name and membership no. are to be written on reverse of demand draft.

2. The Official Transcript will be sent directly to the concerned university/institution/college.

* The name and address of the concerned university/institution/college is essentially to be furnished while sending the draft.