**DUPLICATE MARKSHEET/GRADE SHEET/PROVISIONAL PASS CERTIFICATE**

**Procedure for applying for Duplicate Marksheet/Grade sheet/Provisional Pass Certificate.**

1. A requisition letter duly signed by the candidate addressed to.
   
   The Controller of Examinations,
   
   People’s University,
   
   First Floor, Administration Block,
   
   People’s Campus, Bhanpur, Bhopal-462037.

2. A non-traceable certificate from the police station and FIR Copy. (only in case of duplicate marksheet/gradesheet)

3. A Xerox copy of provisional certificate/marksheet/grade sheet, photo identity card issued by the institution/employer and the degree certificate (if any).

4. A payment of Rs. 250/- for each marksheet/grade sheet and Rs. 200/- for provisional pass certificate remitted through any mode to University account (copy to be attached).

5. A self addressed sufficiently stamped envelope for receiving the marksheet/certificate/grade sheet from the University. (if applicable)

6. An affidavit of Rs. 20/- non-judicial stamp paper from the notary public (see Annexure-I), only in case of duplicate marksheet/grade sheet.
ANNENURE – I
AFFIDAVIT
(Declaration to be given in a Non-Judicial Stamp Paper of value of Rs. 20/-)

Declaration form regarding the Loss of Marksheet/Grade sheet

I ........................................... Son/Daughter of Mr. .............................. residing at
........................................... hereby affirm and declare that I have irrecoverably lost my
........................................... Marksheet/Grade sheet (No. ...................) issued to me by
People’s University, Bhopal- 37 in the month..................., year ...............date...........

In the event of the above mentioned marksheet/grade sheet being found subsequently, I hereby
undertake to return the duplicate issued. It is at my own risk the marksheet/grade sheet may be
sent the address given by me.

Signature

Date: .........................

(Signed before me)

Place: .........................

First class Magistrate/Notary Public.