



INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG,
DHENKANAL-759146

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(An Autonomous Institute of Govt. of Odisha)

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

- Instructions: (i) Grade Sheets / Additional Grade Sheets / Transcripts are issued Semester-wise / year-wise.
(ii) Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form (advertisement of the University to which the candidate is applying must be attached)
(iii) Fees of Rs. 100/- (per year per each Grade Sheet. Accordingly the amount will be paid through SB Collect under the category wise Examination fee and the Transaction Slip is to be attached with the form.

Note : Attested copies of Grade Sheet (s) and Degree Certificate is to be attached with the form.
(THE TESTIMONIAL WILL BE ISSUED AFTER 15 WORKING DAYS ON RECEIPT OF THIS FORM)

A. Name of the Student :
B. Registration Number :
C. Discipline/Branch :
D. No. of Additional Grade Sheet /:
Transcripts required
Tick (✓) the
Appropriate Box 1st Year 2nd Year 3rd Year 4th Year 5th

E. Online Payment Details
(a) Amount: (in words.....)
(b) Transaction ID (DU Number): (c) Date of payment:
(d) Transaction receipt attached: Yes [] No []

F. Student's mail id: Contact No:
Date: Student's Signature

Forward to COE.....
Remark if (any).....
Issued/Not issued
Signature of COE.....

Received Grade sheet/
Transcripts
Signature

