



KAUSHAL VIKAS COUNCIL OF SKILL & VOCATIONAL STUDIES

A Unit of Kaushal Vikas Educational Trust

Regd. NCT Delhi-Under An Act 525, Section 60 Govt. of India-Regd. No. 525, Book No. 4, Vol No. 860

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www.kvcouncil.com

APPLICATION FOR DUPLICATE MARKSHEET/CERTIFICATE

To

The Controller of Examination

KVCSVS, Delhi

New Delhi, India

Sir/Madam

I hereby apply for issue of Duplicate Marksheet/Certificate for the Course Examination The requisition Fee of Rs. has been deposited vide Cash Receipt No. Date attached herewith in original.

My relevant details are as follows:

1. Full Name (in Capital Letters) :
2. Mother's Name :
3. Father's Name :
4. Name of Examination :
5. Year of Examination :
6. Examination Roll No. :
7. Annual/Supplementary/Compartmental/
Revaluation/Improvement :
8. Enrollment No. :
9. Address for Correspondence :

Yours faithfully

.....
(Full Signature of Candidate)

Dated:.....

RULES

1. Duplicate Marksheet/Certificate may not ordinarily be issued within two months of the issue of original.
2. A fee of Rs. 500/- shall be charged for the issue of every duplicate Marksheet/Certificate.
3. Separate application shall be required to be submitted for the issue of duplicate Marksheet for separate examination years.
4. The duplicate Marksheet/Certificate will ordinarily be issued within 2 weeks of submitting the application complete in all respects.
5. The KVCSVS, Delhi will not be responsible for delay in issue of the Marksheet/Certificate due to wrong information or incomplete details furnished by the applicant.