

Must Furnished in Triplicate

To _____ Date : ___/___/20___
The Centre-in-Charge
(Name & Address of your IASYC)

Sub :- Application to obtain a **DUPLICATE Transcript.**

Respected Sir,

With due respect I beg to state that I have LOST / DAMAGE my *Transcript* of Course on ___/___/20___, the Intimation (in Original) to the _____ Police Station about the LOST / DAMAGE of the said Certificate is duly furnished herewith.

Please issue a DUPLICATE TRANSCRIPT on my favour.

I do confirming that I will bear the required Charges (*if any*) for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Full Signature of the Student)

SPONSORED BY

SAI CHILD CARE AND SOCIAL DEVELOPMENT ORGANIZATION
Name of the Student : _____

AN ISO 9001:2008 CERTIFIED INSTITUTE

Registration No. : _____

Course : _____

Session : _____ Contact No. : (L) _____

Mob. : _____ Centre Code : _____

Enclosed : 1. Police Report in ORIGINAL

Photocopies of the followings :

- 2. Student ID Card.
- 3. Transcript / Certificate of all relevant courses.

For Office Use Only :

**Application (in Original)
Forwarded to the
IAS Youth Computer**

**District for approval and
further proceedings.**

Signature of the Centre-in-Charge

Date: _____

Received Approval / Refusal

from the IASYC _____

On _____

Proceed for necessary steps

On _____

DUPLICATE Transcript

Received by

Full Signature of the Student

On _____

Informed to Student on

1. _____

2. _____

3. _____