To,

The Director,

G H Raisoni College of Engineering and Management,

Nagpur.

Date:-_____

Subject: - APPLICATION FOR OBTAINING DUPLICATE TRANSFER CERTIFICATE

Respected Sir,

I was a regular student of this college during the years from_____To_____. I have lost my Transfer Certificate therefore, request you to issue me Duplicate Transfer Certificate. I enclose herewith a copy of FIR from Police Station, Affidavit on the stamp paper of Rs. 100/- and receipt of Rs. 100/- from the Accounts section Receipt No_____dated._____(Copy enclosed)

My particulars are as under:-

- ✓ Full Name :-(Ms/Mr.) _____
  (First Name) (Last Name)
- ✓ Fathers Name :-_____Mothers Name :-_____
- ✓ Program:- _____ Branch :-_____
- ✓ Caste :-_____(pls. attach photocopy of 12th leaving OR Caste validity Certificate)
- ✓ Enrolment No:-_____ Date Of Birth :-_____
- ✓ Result of the Examination Pass/ Fail:-_____ Last Exam Roll No. :-_____
- ✓ Nationality:-_____ Mobile No: - _____

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I have also enclosed herewith the photocopy of mark list of my Last Exam of_____and a copy of transfer certificate issued earlier and request you to kindly issues me Duplicate Transfer Certificates.

Thanking You, Yours faithfully

(Signature of Candidate)

For HOD/Dean Approval

Remark _____

HOD/Dean
Signature & Stamp