

**Kohima Science College**  
(An Autonomous Government PG College)  
Jotsoma, Nagaland

**Application for Issue of Duplicate Document**  
(Admit Card/Mark Sheet/Provisional Pass Certificate/Migration Certificate)

To

The Controller of Examinations,  
Kohima Science College, Jotsoma

Sir,

Kindly issue me a duplicate of .....

..... (name of the document/s)

My particulars are:

1. Name Mr/Ms .....  
(in block letters and as in college records)
2. Roll no. ....
3. Reg. no. ....
4. Department/Honours .....
5. Programme (BA/BSc/MSc) .....
6. Semester, month & year of examination .....
7. Contact no. ....

I have paid the fee of amount ₹..... /- and have attached the deposit slip. I have read the rules relating to issue of duplicate documents and am enclosing the documents required for the application.

Yours faithfully,

Date: .....

.....  
Signature of the applicant

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**(For office use)**

The particulars given by the applicant have been verified and found to be correct. Duplicate document bearing Sl. No. .... dated ..... has been issued.

Officer-in-charge

Received ..... (Signature of the applicant with date)

## INFORMATION RELATING TO ISSUE OF DUPLICATE DOCUMENTS

1. A duplicate document (admission card, mark sheet, provisional pass certificate, migration certificate) will be issued on the ground of loss, theft, burnt or damage only.
2. The following procedures will be followed:
  - (i) **Loss/Theft** – The student must file an FIR in the concerned Police Station and then apply for the document after 10 days with certificate from the Police Station.
  - (ii) **Burnt** – The student must report it to the Fire Service Station or Civil Administrative Officer of the area and then apply for the document with certificate from the Fire Service Station or Civil Administrative Officer.
  - (iii) **Damage** – The student must apply by attaching the damaged document.
3. All applications for issue of duplicate documents must be submitted on the prescribed form with the prescribed fee.
4. Duplicate provisional pass certificate will not be issued after the applicant has received his/her degree certificate.
5. The Examination Committee reserves the right to withhold issuance of duplicate documents.
6. The rate of fees for duplicate documents:

(a) Admit card	₹ 200.00
(b) Mark sheet	₹ 1000.00
(c) Provisional pass certificate	₹ 100.00
(d) Migration certificate	₹ 400.00

Fees for triplicate document will be double the fee of the duplicate.

Sd/-

**Controller of Examinations**