

ACADEMIC – GRADUATE STUDIES AND RESEARCH DIVISION

REQUISITION FOR ISSUE OF DUPLICATE GRADE SHEET(S) for CONTINUING STUDENTS

To
The Associate Dean
AGSRD Division
BITS Pilani, Hyderabad Campus

FOR OFFICE USE	
Requisition No.	<input style="width: 90%;" type="text"/>
<hr style="width: 80%; margin: auto;"/>	
Payment Verified	

Sir,

Please issue me the following (ticked ✓) documents :

ID. No.: _____ **NAME:** _____

E-mail: _____ **Mobile No.:** _____

I am On-Campus **HOSTEL:** _____ **ROOM NO** _____

I am in PS at _____

Duplicate Grade Sheet for following semesters	Copies	Charges (Rs.)	Total charges
<input type="checkbox"/> I / II Semester _____ Year (ex: 2015-16)	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
<input type="checkbox"/> I / II Semester _____ Year	<input style="width: 40px;" type="text"/>	100/- per copy _____	
Total	<input style="width: 40px;" type="text"/>		<input style="width: 60px;" type="text"/>

Courier Charges (Please see overleaf for details)

Total Amount Payable (Rs.)

I have paid the above amount

by State Bank Collect receipt No.: _____ Dated : _____ or

by Demand Draft _____

(Give details like DD No./Issuing Bank/Date/amount etc. Please mention your ID.NO. and Name on the back of DD)

<input type="checkbox"/> I shall collect the document (s) personally	
<input type="checkbox"/> Please mail the documents(s) to :	

Date: _____

Signature

<p>For office use (Details of dispatch)</p> <p>Dispatched by : _____</p> <p>Dispatched on : _____</p> <p>Dispatch No: _____</p> <p>Signature of Dispatcher. _____</p>
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<p>Received</p> <hr style="width: 80%; margin: auto;"/> <p>Signature with Date:</p>
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BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE PILANI, HYDERABAD CAMPUS
ACADEMIC – GRADUATE STUDIES AND RESEARCH DIVISION

The following charges shall be applicable for issue of **Academic Records and duplicates** for Continuing Students.

ITEM	Charges for Request form candidates residing		Remarks
	In India (Rs.)	ABROAD (USD \$) (or equivalent in any currency)	
I Continuing Transcript (Original) Duplicate of Continuing Transcript (Note: If you need duplicate transcripts in separate sealed cover(s), clearly indicate it in your request and you must provide the university addressed envelope(s). Don't forget to write your ID No. on top left-hand corner of the envelope(s))	200	10	Per copy
	100	05	
II Duplicate Grade Sheet (Only issued until the issue of final Transcript)	100	05	Per copy

Mailing charges for each mailing address are as follows:

(a) By Registered Parcel Post:			
(i) Within India	100	10	Per copy
(ii) To foreign countries (by Air)	200	15	Per copy
(b) By Speed Post (per copy)			
(i) Within India	100	10	Per copy
(ii) To foreign countries	1800	30	Per copy
(c) By Blue Dart Courier (per copy)			
(i) Within India	100		Per copy
(ii) To foreign countries	*		Per copy

* For actual amount, please check with the AGSRD office.

Payment can be made through online (www.onlinesbi.com → State Bank Collect) or **Demand Draft** drawn in favour of BITS, Hyderabad payable at Hyderabad and others or **International Money Order** in favour of BITS Pilani, Hyderabad Campus. **Outstation Cheques/ Drafts are not accepted.**

ID NO (Roll No.) MUST be given in the request without which it will not be possible to process the request.

Request along with correct payments shall be sent to :

The Associate Dean
Academic - Graduate Studies and Research Division
Birla Institute of Technology & Science Pilani, Hyderabad Campus
Jawahar Nagar, Kapra Mandal, Hyderabad 500 078
Telangana, India