



# FORM-1

(For Duplicate Marks Memo / CMM)

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
TELANGANA (INDIA)

Date: \_\_\_\_\_

To  
The Director of Evaluation  
J N T U H University  
Kukatpally, Hyderabad – 500085

Sir,

Sub: Issue of Duplicate Marks Memo/CMM – Reg.

Ref: 1) Hall-ticket number of the candidate: \_\_\_\_\_

2) Affidavit from the student, date: \_\_\_\_\_

\*\*\*

With reference to the subject cited, Mr./Ms \_\_\_\_\_ a student of **B.Tech./B.Pharmacy/M.Tech./M.Pharmacy/MBA/MCA** bearing the hall-ticket number \_\_\_\_\_ requires **his/her** marks memos which are mentioned bellow.

Sl. No.	Year /Semester	Regular	Supplementary *		
		Month & Year	Month & Year	Month & Year	Month & Year
1					
2					
3					
4					
5					
6					
7					
8					

**\*If more than four appearances in any semester, it should be mentioned overleaf backside)**

a) Total No. of duplicate marks memos required: \_\_\_\_\_

b) Duplicate CMM required (Yes/No): \_\_\_\_\_

**Total number of certificates required in normal mode (a) +(b) \_\_\_ x Rs.200/- =Rs. \_\_\_\_\_**

**Total number of certificates required in Tatkaal mode (a) +(b) \_\_\_ x Rs.1200/- = Rs. \_\_\_\_\_**

The affidavit from the student is enclosed here with. Hence you are requested to issue above said memos of this candidate. As the candidate lost his/her original certificate, it may be withdrawn after the issue of the duplicate, for all third party/background verifications. Further, I am authorizing the student to receive these certificates directly from the Exam Branch of the University.

Thanking you

Yours Sincerely  
**PRINCIPAL**

**Signature of the student**

**Enclosures:**

1. Details of payment **in normal mode** Rs.200/- per each duplicate marks memo with the following payment details. (DD/Challan/Online /T-wallet) No \_\_\_\_\_ Date: \_\_\_\_\_
2. Details of payment **in Tatkaal mode** Rs.1200/- per each duplicate marks memo with the following payment details. (DD/Challan/Online /T-wallet) No \_\_\_\_\_ Date: \_\_\_\_\_

(Demand draft in favour of "The Registrar, JNTUH University, Hyderabad")