

FORM - 10

Date: _____

To
The Director of Evaluation
JNTUH
Kukatpally, Hyderabad – 500085

Sir,

Sub: Issue of Duplicate Marks Memo under the Tatkal scheme – Reg.

Ref: Hall-ticket number of the candidate is _____

With reference to the subject cited above, 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.

S.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 number of certificates required _____ b) Tatkal Fee: Rs. 1000/-

Total amount to be paid [(a x 200) + b] = _____

Hence you are requested to issue above said memos of this candidate under **tatkal scheme**. As the candidate lost his/her original certificate, it may be withdrawn after the issue of the duplicate, for all third party/background verifications.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

Enclosure:

- 1) Details of payment of Rs.1200/- per each memo with the following payment details.
Instrument (DD/Challan/Online /T-wallet) No _____ date _____