

FULL POSTAL ADDRESS IN BLOCK LETTERS

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To
The Controller of Examinations
Jadavpur University
Kolkata - 700 032

PIN CODE

PHONE

Sir,

I do hereby deposit Rs. 100/= (Rupees One Hundred Only) in cash towards the fees for my Degree Certificate on successful completion of my ensuing Final Examination. In case I fail to collect my Degree Certificate in person on the scheduled date of Convocation, I would request you to send my Certificate to the above mentioned address by post.

Yours faithfully

Dated

(Full Signature of the Candidate)

- Name in Full (In block Letters) :
- University Regn. No. :
- Name of Ensuing Exam.:
- Class Roll No. :
- Present Class:
- Department:.....

- N.B. : (1) Certificates will be Posted within India only.
 (2) Candidates interested to attend the Convocation should apply separately against notification of the University but without any additional Fees.

FOR OFFICE USE

The cash section is requested to accept the Fees and send back the paper to the Office of the Controller of Examinations.

Verified by: Asst. Controller of Examination

FOR CASH OFFICE USE ONLY

Received Rs.(Rupees Only)

Scroll No. :

Date :

Signatur of Cashier