



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर
(केन्द्रीय विश्वविद्यालय)
भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय
NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR
(A Central University)
Government of India, Ministry of Youth Affairs and Sports

APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF MARKS
(THE APPLICATION IS TO BE FILLED BY CANDIDATE IN ENGLISH CAPITAL LETTERS IN BLUE/BLACK INK.)

1. NAME OF APPLICANT : _____
2. FATHER'S NAME : _____
3. MOTHER'S NAME : _____
4. DEPARTMENT : _____
5. EXAMINATION APPEARED (COURSE) : _____ SEMESTER: _____
6. REGISTRATION NO.: _____ MONTH & YEAR: _____
7. END SEMESTER SUPPLEMENTARY SPECIAL
8. CORRESPONDENCE ADDRESS: _____
_____ PINCODE _____
9. PHONE/MOBILE NO.: _____ E-MAIL: _____

DECLARATION.:- I HEREBY CONFIRM THAT I HAVE READ ALL THE INSTRUCTIONS AND ALL THE ENTRIES MADE BY ME IN THE APPLICATION FORM ARE COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE, BELIEF AND INFORMATION.

DATED _____

(SIGNATURE OF APPLICANT)

DECLARATION.:- THIS IS TO CONFIRM THAT THE APPLICANT WAS THE BONAFIDE STUDENT OF THIS UNIVERSITY AND ALL THE ENTRIES AS MENTIONED IN THIS FORM ARE CORRECT AND AS PER RECORD.

DATED _____

(SIGNATURE OF DEAN ACADEMICS WITH STAMP)

GENERAL INSTRUCTIONS FOR DUPLICATE STATEMENT OF MARKS:-

1. DUPLICATE MARKSHEET WILL BE ISSUED ONLY IN CASE OF LOST OR DESTROYED IRREVOCABLY.
2. THE STATEMENT OF MARKS IS ISSUED FOR ALL THE PAPER/S SUBJECT/S OF PARTICULAR REGISTRATION NO. UNDER WHICH THE CANDIDATE HAS TAKEN THE EXAMINATION.
3. PRESCRIBED FEE FOR MARKSHEET: THE STUDENT IS REQUIRED TO SUBMIT THE REQUISITE FEE OF Rs. 1000/-.
4. THE APPLICATION FORM FOR ISSUE OF STATEMENT OF MARKS REQUIRED FOR DIFFERENT SEMESTER(S) MAY BE FILLED IN SEPERATEL FORM(S).

5. MODE OF FEE PAYMENT:-

- i) CASH PAYMENT TO THE ACCOUNTS SECTION, NATIONAL SPORTS UNIVERSITY
- ii) ONLINE TRANSFER TO THE BANK AS PER THE DETAILS MENTIONED BELOW:

NAME OF THE BANK	:	HDFC
BRANCH	:	CHINGMEIRONG
ACCOUNT NO.	:	50100366687337
ACCOUNT NAME	:	NATIONAL SPORTS UNIVERSITY 01
IFSC	:	HDFC0004744
- iii) BANK DRAFT DRAWN IN THE FAVOUR OF **NATIONAL SPORTS UNIVERSITY 01**, PAYABLE AT **IMPHAL- 795001**.

6. PROCEDURE:-

- i) APPLICANT IS REQUIRED TO SUBMIT THE APPLICATION FORM (DULY STAMPED AND SIGNED BY THE DEAN ACADEMICS) ALONG WITH PRESCRIBED FEE (AS APPLICABLE) AT THE EXAMINATION SECTION.
- ii) ONCE APPLICATION FORM IS SUBMITTED AT THE SECTION, DUPLICATE MARKSHEET WILL NORMALLY BE ISSUED WITHIN **15 WORKING DAYS** TO THE APPLICANT (EXCLUDE SATURDAY/SUNDAY/GOVT. HOLIDAYS).

7. DELIVERY OF MARKSHEET:-

FOLLOWING DOCUMENTS WILL BE REQUIRED TO TAKE THE MARKSHEET IN PERSON.

- i) A VALID OFFICIAL ID OF THE STUDENT ISSUED FROM GOVERNMENT AUTHORITIES SUCH AS **PASSPORT/AADHAAR CARD/ELECTION CARD/DRIVING LICENSE** IN ORIGINAL NEEDS TO BE SHOWN AT THE EXAMINATION BRANCH CONCERNED.
- ii) COPY OF THE FEE RECEIPT OF THE APPLICATION.

FOLLOWING DOCUMENTS WILL BE REQUIRED TO TAKE THE MARKSHEET THROUGH AUTHORISED REPRESENTATIVE.

- i) AUTHORISATION LETTER WITH SIGNATURE ATTESTED AND SIGNED COPY OF VALID OFFICIAL ID OF THE AUTHORISED REPRESENTATIVE (AS MENTIONED IN THE APPLICATION FORM) ISSUED FROM GOVERNMENT AUTHORITIES SUCH AS **PASSPORT/AADHAAR CARD/ELECTION CARD/DRIVING LICENSE**.
- ii) COPY OF THE FEE RECEIPT OF THE APPLICATION.

8. THE STATEMENT OF MARKS WILL BE SENT TO THE APPLICANT BY POST ONLY WHEN THE APPLICANT WILL ENCLOSE A SELF ADDRESS REGISTERED ENVELOPE AFFIXING REQUISITE POSTAGE STAMP.
9. APPLICATION FOR MARKSHEET CANNOT BE LATER WITHDRAWN TO CLAIM REFUND. FEE ONCE PAID CANNOT BE ADJUSTED UNDER ANY DIFFERENT HEAD.
10. FOR MORE INFORMATION APPLICANT MAY VISIT THE **EXAMINATION SECTION** (ON ALL WORKING DAYS, FROM 10.00 AM TO 01.00 PM AND FROM 2.00 PM TO 3.00 PM).
