

Must furnished in Triplicate

To
The Centre-in-Charge
(Name & Address of your YCTC)

Date : ____ / ____ /20____

Sub.: Application to obtain a **DUPLICATE Transcript.**

Respected Sir,

With due respect I beg to state that I have LOST / DAMAGE my *Transcript* of

_____ Course on ____ / ____ /20____, the Intimation (in ORIGINAL) to the
_____ Police Station about the

LOST / DAMAGE of the said Certificate is duly furnished herewith.

Please issue a DUPLICATE TRANSCRIPT on my favour.

I do confirming that I will bear the required Charges (*if any*) for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student: _____

Registration No. _____

Course _____

Session _____

Contact Phone Nos. (Land Line) _____

Mobile _____

Enclosed: 1) Police Report in ORIGINAL

Photocopies of the followings:

- 2) Student ID CARD
- 3) Transcript/Certificate of all relevant courses

For Office use only:

Application (in original)
forwarded to the
District Youth Officer

_____ District for approval and
further proceedings.

_____ Siganture of the Centre-in-Charge

Date: _____

Received Approval / Refusal
from the DYO _____

On _____

Proceed for necessary steps
on _____

DUPLICATE Transcript

Received by

_____ FULL Signature of
the Student

On _____

Informed to Student on

1) _____

2) _____

3) _____