



Government of Maharashtra

GOVERNMENT POLYTECHNIC, NAGPUR

(An Autonomous Institute of Govt. of Maharashtra)

Near Mangalwari Bazar, Sadar, Nagpur-440001

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A Glorious Journey of Excellence Since 1914

Transcript certificate

Procedure for Applying a Transcript

For requirement of a Transcript students has to submit the following documents.

- 1) Application on a plain paper for requirement of transcript. Application is to be addressed to **“Principal Government Polytechnic, Nagpur”**.
- 2) Photocopies of marksheet of all Semesters (1st , 2nd , 3rd , 4th , 5th & 6th), award marksheet and diploma certificate.
- 3) Demand Draft of Rs. 2500/- in Favor of **“Principal Government Polytechnic, Nagpur”**.
Facility of Deposit cash is also available in institute.
- 4) Total 05 copies of Transcript will be issued to students. For additional copies students has to pay additional Rs. 500/- per copy of transcript.

Verification of Documents

1) For verification required document are :

- a) Letter from agency / organization alongwith application in prescribed format (Form – A).
- b) Hard copy of Educational documents (i.e. the photocopies of all Marksheets & Diploma certificate) of students.
- c) Fees (Cash / DD) in Favor of **“Principal Government Polytechnic, Nagpur”**.
- d) Verification charges are Rs. 500/- per students.

Procedure for Applying a Duplicate Marksheet / Certificate

1) An application from the student in prescribed format. (Form - A)	
2) Photocopy of Marksheet / Certificate.	
3) An affidavit on a stamp paper of Rs. 100/-	
4) Police FIR	
5) Fees (Cash or DD) in favor of “ Principal Government Polytechnic, Nagpur ”.	
6) Fee for Duplicate or Further copies of Examination documents.	
<u>Duplicate Statement of Marks</u>	
a) If statement of marks is issued before 5 years from date of applications.	500/-
b) If statement of Marks issued is before 5 years and up to 10 years from date of application.	750/-
c) If statement of mark issued is previous to 10 years from date of application.	1000/-
<u>Duplicate Diploma Certificate & Award of Class Marksheet</u>	
a) If duplicate diploma certificate & Award of Class Mark-sheet is issued before 5 years from date of application.	1000/-
b) If duplicate diploma certificate & Award of Class Mark-sheet is issued before 5 years and up to 10 years from date of application.	1500/-
c) If duplicate diploma certificate & Award of Class Mark-sheet is issued more that 10 years from date of application.	2000/-

From :

Address :

.....

.....

Date :

To,

The Principal
Govt. Polytechnic,
Nagpur

Sub : Authentication / Verification/ Duplicate Statement of Marks/ Duplicate Certificate / Duplicate Statement of Marks for Award of Diploma .

Sir,

Please issue me Authentication/ Verification/ Duplicate Statement of Marks/ Duplicate Certificate / Duplicate Statement of Marks for Award of Diploma required for

Document Enclosed (Please \sqrt as per attached Documents).

1) Statement of Marks (Original/ Photo Copy) 2) Diploma Certificate (Original / Photo Copy) 3) Affidavit (For Duplicate)

4) Institute Letter (if applicable 5) Police FIR (For Duplicate)

Name of Candidate :

Programme :

Enrollment no :

Sr. No.	Year/ Semester	Exam : ODD/ EVEN

Mode of Delivery : By Hand / Postal Address

Contact No. (Mob) :

Email ID :

Signature of Applicant

For Office Use Only

Cashier Please accept Rs. Cash/ DD NO at Revenue R-

Vide Receipt No. Reference No. Date

Inward No. Date

Outward No. Date

Received Photocopy of Authenticated document / Letter of Verification/ Duplicate Statement of Marks/ Duplicate Diploma Certificate / Duplicate Statement of Marks for Award of Diploma as mentioned above

(Stamp & Sign)

Signature of Applicant