



GRIEVANCE REDRESSAL FORM – CERTIFICATES RELATED ISSUES

(to be filled in block letters and signed by the concerned candidate only)

S.No :

Date :

- Name(as per certificates) : _____
- Roll Number : _____
- Program & Section : _____
- Father's Name : _____
- Mother's Name : _____
- Date of Birth : _____
- Contact No & Email Id : _____

• Applying for

☐ Transcripts (Student/Parents/Surname)

☐ Transfer Certificate (Caste/DoB/Religion)

☐ Grade / Result

☐ Others :

• Reason: _____

Signature of the Candidate

Acknowledgement Slip

For office use at the Counter

Received sign
with Date :

CoE Sign
with Date :

Section In-Charge sign
with Date :

To be filled by the Candidate while collecting:

I.....received the following Original Certificate(s)

.....
.....

Date :

Signature of the Candidate

Note: Submit original certificate for correction and copy of relevant document.