To, The Director Aditya Institute of Technology 107/9, Kishan Garh, Vasant Kunj, New Delhi-110070

Admit Card Diploma Marksheet Migration Re-totaling Correction Result	Sub: Application re:(Choose your query from options below)							
I am / was a student of Aditya Institute of Technology of	Admit Card	Diploma	Marksheet	Migration	Re-totaling	Correction	Result	
Father's Name :	I am / was a student of Aditya Institute of Technology of branch batch. My details are							
Roll No. : Contact No. : Correspondence Address : Correspondence Address : Correspondence Address : Correspondence Address : Admit card for exams to be/semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate for your perusal. Kindly issue me revised marksheet / diploma / migration certificate for your perusal. Kindly issue me revised marksheet / diploma / migration certificate at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet. So, I would like to apply for re-totaling of marks of (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant	Name	:						
**From option (a), (b), (c), (d) and (e), tick, whichever is applicable. (a) I have lost / not got my admit card for exams to be/ semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/ photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester theory exam held in (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully,	Father's Name	:						
* From option (a), (b), (c), (d) and (e), tick, whichever is applicable. (a) I have lost / not got my admit card for exams to be / semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/ photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in (Month & Year) whereas I appeared in the theory / practical exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester theory exam held in (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	Roll No.	:						
* From option (a), (b), (c), (d) and (e), tick, whichever is applicable. (a) I have lost / not got my admit card for exams to be/ semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/ photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester marksheet / BTE result notification (copy enclosed) for which exams were held in semester details attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	Contact No.	:						
(a) I have lost / not got my admit card for exams to be/ semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/ photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in (Month & Year) whereas I appeared in the theory / practical exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	Correspondence A	ddress :						
(a) I have lost / not got my admit card for exams to be/ semester marksheet for exams which were held in (Month & Year). Please find enclosed FIR copy/ photocopy of BTE Result for issue of the same (b) I have cleared all my semester examinations in (Year). Kindly issue me my diploma / attest my migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in (Month & Year) whereas I appeared in the theory / practical exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:		_						
in	* From option (a), (b), (c), (d) and (e), tick, whichever is applicable.							
migration certificate form. Please find attached photocopy of final marksheet. (c) My name / father's name is not correctly mentioned in my semester marksheet / diploma / migration certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate for your perusal. Kindly issue me revised marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in (Month & Year) whereas I appeared in the theory / practical exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester theory exam held in (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	in							
certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate for your perusal. Kindly issue me revised marksheet / diploma / migration certificate, at the earliest. (d) I have been shown absent / failed in semester marksheet / BTE result notification (copy enclosed) for which exams were held in (Month & Year) whereas I appeared in the theory / practical exams. Please find enclosed herewith attested photocopy of attendance sheet(s) for the above mentioned exam. (e) I would like to apply for re-totaling of marks of (subject(s)) in semester theory exam held in (Month & Year). Please find enclosed my semester marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	(b) I have cleared migration cert	l all my semester ificate form. Pleas	examinations in _ e find attached phot	(Year) (cocopy of final ma	. Kindly issue morksheet.	e my diploma / atte	est my	
which exams were held in	certificate. The correct details are mentioned above for your reference. Please find attached photocopy of said marksheet / diploma / migration certificate for your perusal. Kindly issue me revised marksheet / diploma /							
marksheet. So, I would like to request you to kindly forward my application to Board of Technical Education at the earliest. Thanking you, Yours faithfully, Signature of the Applicant Date:	which exams practical exam	were held in		(Month &	Year) whereas I	appeared in the th	eory /	
Thanking you, Yours faithfully, Signature of the Applicant Date:	(e) I would like to apply for re-totaling of marks of (subject(s)) in semester theory exam held in (Month & Year). Please find enclosed my semester marksheet.							
Yours faithfully, Signature of the Applicant Date:	So, I would like to	request you to kin	dly forward my app	olication to Board	of Technical Educ	cation at the earliest.		
Signature of the Applicant Date:	Thanking you,							
Date:	Yours faithfully,							
	Signature of the A _l	pplicant						
	Date:			Signature of t	the Recinient wit	h Date		