

# ADITYA INSTITUTE OF TECHNOLOGY

107/9, Kishan Garh, Vasant Kunj, New Delhi-110070

## APPLICATION FOR INSTITUTE LEVEL QUERIES

Please tick any one of the below:

I-Card	Fee Receipt	DTC Bus Pass	Internal Marks	Provisional Certificate	Character Certificate	Diploma	Original Documents
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Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Branch : \_\_\_\_\_  
Roll No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

\* From option (a), (b), (c) and (d) tick, whichever is applicable.

\_\_\_ (a) Accidentally, I have lost my *I-Card/ Fee Receipt/ DTC Bus Pass* for \_\_\_\_\_ semester. So, I would like to request you to kindly issue *Duplicate I-Card/ Fee Receipt/ attest my DTC Bus Pass Form* at the earliest. Please find enclosed photocopy of FIR for the same (**if applicable**).

\_\_\_ (b) Kindly tell me my Internal Consolidated marks in following subjects:

Subject(s)	Semester	Academic Session (Jan-April/ July-Nov)	Year
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_ (c) I have passed all my semester examinations. So, I would like to request you to kindly issue *provisional & character certificate / provisional character certificate/ original diploma* at the earliest. Kindly find enclosed photocopy of my *marksheets of all semesters/ provisional certificate*.

\_\_\_ (d) I request you to kindly return my *original documents / testimonials*, which I had submitted at the time of admission.

Signature of the Applicant

Date:

### Office Use:

Checked by:

Approved by:

Issued by:

**Signature of the Recipient with Date**