

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

Sub: Application re: _____ (Choose your query from options below)

Admit Card	Diploma	Marksheet	Migration	Re-totaling	Correction	Result
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Madam,

I am / was a student of Aditya Institute of Technology of _____ branch _____ batch. My details are furnished below:

Name : _____
Father's Name : _____
Roll No. : _____
Contact No. : _____
Correspondence Address : _____

* 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 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:

Signature of the Recipient with Date _____